

Civil Service **LEADER**

**Upstate
New York
Edition**

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Price Five Cents

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Wants**

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Sanitation Men Complain— “Jobs Threatened If We Don’t Buy Overcoats”

By BURNETT MURPHEY

Numerous complaints were received in The LEADER office last week against alleged high-pressure methods of the Sanitation Department and various employee organizations in forcing the men to purchase winter overcoats. One caller declared that his superior officer in an uptown district sent him and several other employees home because they had not purchased the winter overcoats which they are required to wear. He added that his superintendent threatened to suspend the men unless they made a deposit on the coats this week and presented the receipts.

The uniforms, say the complainants, can be purchased only at one place—Isaac's, at 88 Bowery. However, according to the men, Isaac's has no uniforms on hand but insists that they make deposits of at least \$3 for future delivery. The overcoats cost \$9, formerly were priced at \$7.

“The retailer won't take a deposit

of one or two dollars. He insists on \$3,” the men said. “He hasn't got any overcoats in stock.”

The uniform cloth is specified by the Sanitation Department, but an association of Sanitation employees advises the men where to purchase the coats.

Powell Denies It

William Powell, deputy commis-

The men who called The LEADER office last week were afraid to have their names mentioned or the loca-



Less Than \$2,400 Wage Accepted in Filing For Jr. Assistant Job

The original requirements for the popular, city-wide promotion test to Junior Administrative Assistant declared that all employees in the competitive class who have earned \$2,400 or more in the six months prior to the application date were eligible for the exam. In examining the applications recently, the Municipal Civil Service Commission found that a number of persons had applied whose actual salary for the six months was less than \$2,400 a year for the six-month period, but during that time they had received back pay which brought their total up to the required minimum.

The Commission was faced with the problem of whether or not to accept such applications. Last week it ruled that it would. In some cases it was not possible to verify the statement that back pay had been received, and the Commission decided that it would certify such employees conditionally pending a verification of actual payments for back salary.

sioner of the Sanitation Department, denied the allegations made by the men last week. He said that they were given an eight week period to purchase coats; three of the eight weeks have passed. “They've been wearing the coats for five years,” he explained. “As long as 75% of the men had them, the other 25% better get them. Men used to duck out of the cold because they did not have coats. They looked like a lot of ragamuffins.”

The Commissioner said the men could pay \$1 a week “or 50 cents or whatever they can afford.”

When asked if the men were permitted to buy coats at some place other than Isaac's, Powell said they could, provided they got “the type of cloth specified.” The men say that only Isaac's has this type of cloth.

tion where they worked. “If you mention names, they might put us out as trouble-makers. It's been done before.”

When Powell was asked if the men would be suspended if they didn't purchase the coats within the allotted eight weeks, he asked: “What do you think? We have to maintain discipline!”



DR. FRANK A. SCHAEFER secretary of the Municipal Civil Service Commission, was called to active military duty this week. Dr. Schaefer holds a commission as First Lieutenant in Military Intelligence. He will serve at least a year. Schaefer was appointed Secretary of the Commission in October, 1938. Prior to that he was a member of the faculty of Fordham University, teaching Latin and Greek.

Third Patrolman List Used for Transit Jobs

The little-used Patrolman, P.D. Special List (Third List) will be certified to the Board of Transportation to replace two provisional Claims Investigators, the Municipal Civil Service Commission decided this week.

Bridge Officers Offer Service In Emergency

The boys who work for the Triborough Bridge Authority have offered their services as special cops in case an emergency should arise.

In a letter to Mayor LaGuardia, Kenneth C. Morrell, who presides over the Toll and Bridge Officers Association of Greater New York, stated that:

“We were appointed to our positions from the list for Patrolman, Police Department, and having studied for this position we are familiar with the Law of Arrest, the Penal Code, the Code of Criminal Procedure, and traffic rules and regulations. Our position as Bridge Officers makes us familiar with the Bridges and Parkways in and about New York City, many of which are of vital military value. We wish to inform you of our willingness to serve in any capacity that you may require.”

The Mayor had previously indicated that, in the event of emergency, he would like to establish a special police force composed of retired members of the Department.

The Mayor's plan met some opposition on the ground that if New York's force is to be enlarged, the new men should be taken from the eligible lists. The eligibles, it is argued, are far better fitted for the exigencies of policing the city than are the older men.

Porters Can't Have “Skip” Promotion

The request of a number of Porters in the Board of Transportation that they be declared eligible for the promotion examination for Conductor was denied this week by the Municipal Civil Service Commission. Wallace S. Sayre, member of the Commission, explained this action by saying that if Porters were allowed to compete for Conductor jobs, they would actually be getting a “double-skip” in their promotions.

Key Answers: Maintainer's Helper Exams A, B, C, and D

The tentative key answers for four groups of Maintainer's Helper examinations were approved as the final answers this week by the Municipal Civil Service Commission. The key answers are for Maintainer's Helper, Groups A, B, C, and D. More than 15,000 young men filed for these tests last Spring.

The grading of the papers for the tests has begun and as soon as it is completed, competitive physical and qualifying practical examinations will be given, probably before the end of the year. The new eligible lists are expected by February.

The Commission has limited the various lists to the following number of eligibles: Group A, 1,200; Group B, 1,600; Group C, 400; and Group D, 2,000.

The final answers for the four examinations follow:

Maintainer's Helper, Group A (Open Competitive and Promotion)					Maintainer's Helper, Group C (Open Competitive and Promotion)				
1 C	2 C	3 D	4 B	5 D	1 B	2 C	3 B	4 A	5 D
6 D	7 C	8 D	4 B	10 B	6 D	7 B	8 C	9 C	10 D
11 C	12 B	13 D	14 A	15 A	11 A	12 B	13 A	14 D	15 B
16 B	17 B	18 B	19 B	20 B	16 A	17 C	18 C	19 C	20 A
21 C	22 C	23 A	24 D	25 C	21 A	22 B	23 C	24 D	25 D
26 E	27 J	28 F	29 C	30 K	26 D	27 D	28 A	29 B	30 C
31 L	32 M	33 D	34 A	35 B	31 C	32 D	33 C	34 B	35 A
36 E	37 N	38 O	39 L	40 W	36 A	37 C	38 C	39 A	40 B
41 T	42 U	43 R	44 G	45 B	41 A	42 D	43 B	44 B	45 C
46 E	47 L	48 R	49 S	50 D	46 A	47 D	48 B	49 C	50 B
51 C	52 A	53 B	54 A	55 C	51 A	52 D	53 C	54 C	55 D
56 A	57 B	58 E	59 C	60 A	56 A	57 B	58 D	59 A	60 B
61 D	62 D	63 B	64 C	65 B	61 C	62 C	63 C	64 D	65 C
66 C	67 B	68 C	69 A	70 C	66 A	67 A	68 B	69 B	70 A
71 A	72 B	73 B	74 A	75 B	71 B	72 C	73 C	74 A	75 C
76 A	77 B	78 D	79 B	80 D	76 D	77 B	78 B	79 C	80 B
81 A	82 B	83 C	84 C	85 C	81 D	82 D	83 A	84 C	85 A
86 B	87 A	88 A	89 D	90 C	86 B	87 D	88 C	89 C	90 D
91 A	92 C	93 A	94 D	95 B	91 C	92 B	93 D	94 B	95 C
96 *	97 A	98 C	99 D	100 A	96 A	97 B	98 C	99 B	100 A

* Stricken out.

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Court Attendant
Tues., 8:30

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Maintainer's Helper, Group B (Open Competitive and Promotion)					Maintainer's Helper, Group D (Open Competitive and Promotion)				
1 B	2 B	3 A	4 A	5 A	1 D	2 B	3 C	4 D	5 B
6 A	7 C	8 D	9 B	10 B	6 D	7 A	8 A	9 A	10 A
11 C	12 C	13 D	14 C	15 B	11 C	12 B	13 D	14 C	15 A
16 C	17 A	18 D	19 B	20 A	16 B	17 C	18 C	19 B	20 B
21 D	22 B	23 C	24 B	25 Q	21 C	22 C	23 A	24 C	25 A
26 D	27 L	28 A	29 V	30 Z	26 H	27 L	28 F	29 Q	30 X
31 E	32 M	33 V	34 U	35 U	31 V	32 A	33 E	34 E	35 S
36 H	37 P	38 G	39 K	40 S	36 K	37 N	38 J	39 U	40 B
41 Q	42 N	43 Y	44 B	45 W	41 Y	42 P	43 D	44 G	45 R
46 W	47 X	48 Q	49 G	50 F	46 X	47 T	48(O or U)	49 Z	50 Z
51 C	52 D	53 B	54 C	55 B	51 D	52 T	53 M	54 R	55 U
56 B	57 B	58 A	59 B	60 C	56 F	57 F	58 E	59 G	60 K
61 A	62 C	63 B	64 D	65 A	61 M	62 C	63 A	64 J	65 D
66 C	67 C	68 C	69 C	70 B	66 C	67 C	68 B	69 B	70 B
71 D	72 C	73 D	74 A	75 A	71 A	72 D	73 D	74 B	75 C
76 A	77 C	78 C	79 B	80 D	76 B	77 R	78 C	79 B	80 D
81 A	82 C	83 B	84 D	85 A	81 A	82 C	83 B	84 B	85 C
86 C	87 D	88 A	89 C	90 A	86 C	87 D	88 A	89 C	90 C
					91 C	92 B	93 D	94 B	95 C
					96 D	97 B	98 A	99 A	100 A

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Oct. 25 Final Day For Marine Stokers

October 25 has been set by the Municipal Civil Service Commission as the last date for competitive physical examinations for Marine Stoker in the Fire Department.

Firemen Aren't Made Conductors

A request by Sidney Goldberg that the list for Fireman be certified for appointments as Conductor in the IND Division of the Transit System was turned down this week by the Municipal Civil Service Commission.

Buy The LEADER every Tuesday

CIVIL SERVICE preparation

TO MEN DRAFTED
Our students, if drafted, can avail themselves of the complete facilities of our Correspondence Division in order to continue their course. Study material will be mailed regardless of where they are stationed. Arrangements are being made by the various Civil Service Commissions to permit candidates to take examinations at the place of training. Thus candidates will not lose the opportunity to enter the Civil Service.

FIREMAN—PATROLMAN
Classes are now meeting for FIREMAN-PATROLMAN. The examination for Fireman should be held in the spring of 1941, as the list expires December 15 of that year. The test for Patrolman should be held late in 1941, as the present list should be exhausted by that time. Because of keen competition and the type of examination, prospective candidates should begin preparation NOW! PHYSICAL AND MENTAL CLASSES meet daily at hours to suit the convenience of the student. Enrollment is preceded by a FREE MEDICAL EXAMINATION.

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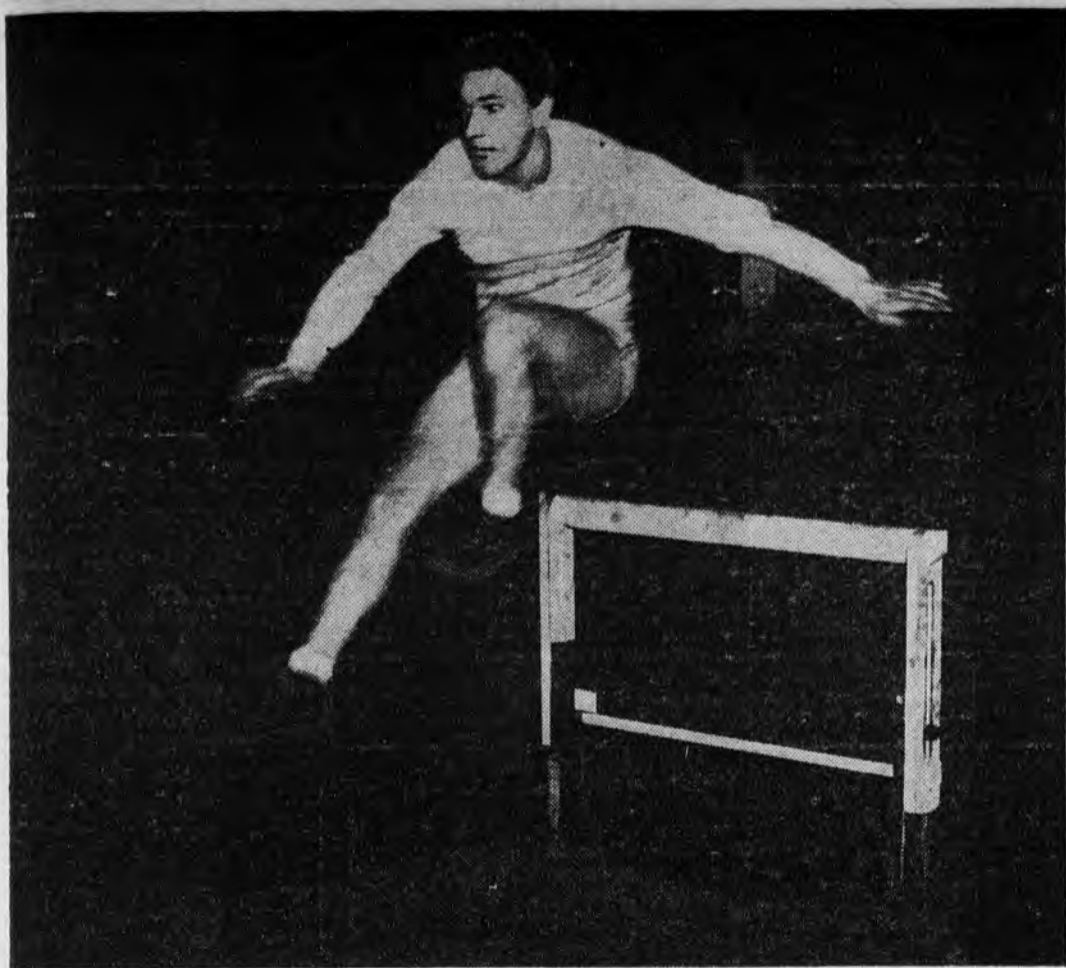
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ALL FINISHED

That's the good news today for those who took the biggest, most spectacular exam in history. The list of those who passed is now scheduled for December 15. For those who don't make the list, there'll be another test four years from now or sooner, and before that time a Fireman exam and a Patrolman exam for New York City—as well as a variety of State and Federal tests.

It Was History's Biggest Sanitation Exam

With the completion last week of the coordination test for those men who had taken the first three parts of the test last spring (before the coordination machinery was set up), the Sanitation Man examination, largest in the history of the Municipal Civil Service, came to an end. An eligible list of 7,500 names will be set up before December 15; it is expected that 150 appointments at \$1,860 per annum will be made at once. Tied candidates will be judged on the basis of their grades in the qualifying written test.

If you are interested in figures, here is what happened since the test began:

- Applications received, 85,451.
- Candidates who took the written test, 72,805.
- Failed to appear for written, 12,646.
- Candidates who passed the written, 48,779.
- Candidates who failed the written, 24,026.
- Candidates who appeared for medical, 39,805.

- Candidates who passed medical, 26,910.
- Candidates who passed medical, conditionally, 6,184.
- Candidates eliminated in medical, 6,711.
- Candidates who passed physical test, 23,286.
- Candidates eliminated in physical test, 5,659.

20 Get 100%

Some twenty men succeeded in getting 100 per cent on the endurance, agility, and strength tests, but only one man, Arthur McQueen, succeeded in getting a perfect score in all four parts of the test. Five hundred appointments will be made each year during the life of the list in the Department of Sanitation. Commission officials predict the list will be used in other departments as well. For example, numerous such vacancies will be available on the new Sixth Ave. subway, which opens December 15; it is possible that conductor positions will be filled from the Sanitation Man list.

Who'll Top Coming Sanitation List?

Who will head the list of Sanitation men? Who are the strongest, fleetest, hardest of the thousands of New Yorkers taking the exam?

It's not possible to say yet who will top the eligible list, except to point to Arthur J. McQueen as No. 1. McQueen, age 25, of 2174 Hermany Avenue, Bronx, outranked all who took the test, hitting 100 per cent in the strength, agility, and endurance parts of the test, and 100 per cent in coordination.

Others who made 100 per cent in the first three parts of the test, and who will probably be pretty high up on the list are:—

- John N. Peters, 23 years old, of 39-71 45th Street, Long Island City.
- August L. Balvin, 21, of 21-26 Newtown Avenue, Astoria.
- John Gamrat, Jr., 23, of 111-34 133rd Street, Ozone Park.
- Walter Burban, 20, of 185 East 3rd Street.
- William J. McCabe, 19, of 437 East 147th Street, Bronx.
- Eugene F. Schaaf, 23, of 87-36 75th Street, Woodhaven.
- Nicholas J. Noccia, 21, of 5000 19th Avenue, Brooklyn.

These men would rank at the very top of the list if their grades in coordination were up in the nineties. It is likely, however, that other candidates who didn't do as well on the physical part of the test, but surpassed some of these men on the coordination, may be higher on the eligible list.

The Leader will keep all Sanitation candidates fully informed of all progress on the eligible list.

Vets Give Relief to Vets? New Quirk in Welfare Case

While Social Investigator eligibles anxiously await various court decisions in their attempt to get some 200 jobs in the Welfare Department's veterans bureau, a new quirk arose this week to further harass them. This is the possibility that veteran relief will be given over to veteran organizations, and all veteran relief jobs go to non-Civil Service workers.

It is known that conferences are now going on to study the proposition, which is based on a provision in the State Welfare Law that veterans are to assume relief for their own colleagues. No official action has yet resulted from the conferences.

The eligibles association has called an executive meeting for Tuesday evening, October 22, at 8 o'clock at 3 Beekman Street, New York City, to make plans for a mass meeting in opposition to the threat some time next month, probably November 12.

What Lawyers Say

Legal opinion says that even though the administration of veteran relief may go to the veteran groups, the fact that funds are coming from public treasuries would necessitate the use of Civil Service workers in all but administrative posts.

"I suppose the next step will be to give blind relief over to the blind," chuckled one authority, who quoted the Ackerman case, in which the Court of Appeals could find no difference between veteran relief and every other type of relief.

A new case entered the courts this week on the matter, brought by non-veteran provisionals in the veterans' bureaus who were dismissed before the Board of Estimate switched the title of the job from Social Investigator to Veteran Relief Investigator. They maintain the dismissals were unjust as seniority and service ratings were not considered.

Supreme Court Justice Hammer is expected to hand down a decision momentarily in the suit argued three weeks ago on behalf of Richard Welling, president of the National Civil Service Reform Association. Brought against City Treasurer Portfolio, Comptroller McGoldrick, and Welfare Commissioner Hodson, the suit would restrain these officials from employing and paying the 115 veterans serving as Veteran Relief Investigators.

The Leader will keep veterans and eligibles fully informed of the progress of this controversy.

New Method of Job Transfers Studied by N.Y.C. Commission

A new method to facilitate transfers of city employees is under consideration by the Municipal Civil Service Commission. The problem is one of the most knotty administrative difficulties officials of the city are confronted with. THE LEADER has frequently called attention to the need of a simple transfer system, asking the Commission to work out a method of job exchanges which would be acceptable to city departments and practical for employees.

The procedure now being considered by the Commission was outlined in a report submitted by Samuel H. Galston, assistant director of examinations. He proposes that the Commission make up regular lists of employees seeking transfers. These lists would be compiled quarterly and submitted to department heads every three months. An attempt would be made to have the department heads use these lists for appointments, instead of requesting new certifications, if this were practical for their personnel needs.

Information Required

According to the new plan, which as yet has not been officially adopted, all requests for transfers would be submitted to the Commission's Information Bureau, which will send out forms to be filled-in with complete information. These forms will list the name, address, salary, department, etc., of the employee seeking transfer, as well as his reasons for desiring the change. The filled-in forms would be turned over to the certification clerk, who would compile a "list of city employees seeking transfers," making the compilations up quarterly.

Even without a formal policy to

effect transfers, the Commission receives requests for aid from as many as 150 employees a month. This figure undoubtedly would increase if a workable plan is adopted. In the main employees desire transfers because their jobs take them too far from home, or because they seek additional promotional opportunities. In some cases, personal differences with superiors are the major reasons.

Eligibles on Preferred List

Persons on preferred lists for reinstatement to city departments are allowed to take promotion examinations, in accordance with a long-established policy of the Municipal Civil Service Commission. If they pass the promotion tests, they are placed on the eligible lists in regular order and receive appointments to higher jobs, even if they have not been reinstated to the positions from which they were originally suspended.

Last week the Commission considered the problem of what to do with persons on promotion lists whose original preferred lists had expired.

7 N. Y. C. Exams Ordered

Seven new city examinations were ordered this week by the Municipal Civil Service Commission. Six of the tests are competitive and the other is a promotion exam. They are: competitive—Resident Physician; Junior Epidemiologist; Senior Administrative Assistant (Health Education); Principal Pediatrician (School Health); Director of Medi-

cal Social Work, Grade 4; and Assistant Bacteriologist. The Promotion test is for Assistant Bacteriologist.

No application date has been set for these exams. As soon as one is officially announced, full requirements, salary ranges and other information about these tests will appear in THE LEADER.

Ellis Accuses Kern; Kern Accuses Ellis

For two weeks Paul Jerome Kern and the Civil Service Commission of New York City had

been buffeted by the Council committee investigating the town's merit system. Two issues came up which made the front pages of all the daily papers: (1) the Sanitation Department's brilliant baseball team and the manner in which the players were hired; (2) alleged interference by Kern with the personnel of the Housing Authority.

On the stand last Thursday and Friday, Alfred Rheinstein, former Chairman of the Housing Authority, wove a picture of petty personnel annoyances which, in sum, looked to him like sabotage of his work. Then came the presentation of a story purporting to show that Kern named, in advance of establishment of an eligible list, the people who would head it.

The charges were serious, but no member of the Commission was called to confirm or answer them.

Kern Issues Statement

So, on his own hook, Paul Kern issued a withering statement against Emil K. Ellis, counsel in charge of the investigation.

Fumed the Commission's President: "It is with pleasure that I can flatly state Mr. Ellis to be a cowardly liar. "He is a liar because the rating of both these examinations (two tests which had been brought in by Mr. Rheinstein's evidence) was completed well in advance of the date on which I gave the list of names to Mr. Rheinstein." Mr. Kern gives dates from the record to uphold his contention. He denies utterly that he

(Continued on Page 20)



DR. JOHN J. FURIA

Some of the preferred lists have been in existence since 1932; and many of them ended on June 1, 1940.

The Commission decided that "since rights to promotion depend on tenure in the positions from which appointment is sought," eligibles on expiring preferred lists will be stricken from any promotion lists they were on.



POSTMASTER GOLDMAN AND FRIENDS

Mr. and Mrs. Lauritz Melchior, cooperating in the "Mail Early" drive just before Christmas time last year. With the 1940 Xmas just two months off, Civil Service workers are disturbed to learn that extra help will be taken on during the holiday rush without regard for Civil Service standing.

You Can't Get a U. S. Job if You're Needed In Private Defense Work

Men and women who have jobs in private or public agencies which are working on national defense needs will not get federal Civil Service jobs. The U. S. Civil Service Commission has just adopted a new policy whose stated purpose is to protect the orderly operations of all government departments and private concerns which are at work building America's war machine.

On many new examination announcements the following statement is being made:

"Applicants are not desired from persons employed in any private industry vital to the national defense program or in a national defense agency of the federal government."

It is the policy of the Civil Service Commission to sustain any objection from a government department to the appointment of any eligible to a national defense position on the ground that such appointment would take away the person 1) from a position in private industry vital to the national defense program, or 2) from a position with another defense agency of the federal government."

Many Affected

It was learned this week that this emergency policy has affected a number of persons in recent weeks. The commission attempts, however, to be as reasonable as possible in carrying out the policy. In cases where an eligible is certified for a position at a much higher rate of pay, he is usually allowed to take the job. But if there is only a slight difference, and if he is considered a vital employee in a defense agency, he will not be allowed to take the job.

135,000 Needed In Defense Program

Civil Service officials estimate that 135,000 additional employees will be needed by national defense agencies between now and the end of the fiscal year on June 30, 1941.

The bulk of the new employees will be hired by the War and Navy departments. Navy Yards, it is privately estimated, will be hiring up to 70,000 skilled laborers. The estimate several months ago was 50,000 new workers.

War Department will do the greatest amount of hiring. No one dares estimate how many, as tomorrow the figure may be antedated, but the best guess appears to be around 65,000 yet to be hired by the Army. The new employees will do everything from building barracks to buying supplies for the drafted citizens.

Postal Jobs Exempt For Christmas Rush

The Administration already is preparing for the Christmas mail rush. President Roosevelt has signed an executive order exempting from Civil Service temporary clerks, carriers and laborers needed to ease the holiday load.

This is the usual procedure.

For the First News—Of all City, State and Federal examinations, read The Leader. Full official requirements, filing dates, and other important information appear first in The Leader.

ON THE U.S. CIVIL SERVICE FRONT

By CHARLES SULLIVAN

Customs Inspector Lists Set Up; Jobs Near

There are approximately 45,000 eligibles on each of the three newly-established registers for Immigration Patrol Inspector, Inspector of Customs, and Customs Patrol Inspector. Grades are being sent to each of the eligibles by the U. S. Civil Service Commission.

However, there's a large amount of duplication in each of the registers and commission officials estimate that the three registers don't carry more than 60,000 individual names. In other words, the great bulk of the persons passing the General Investigator test qualified for the three above mentioned jobs.

Something more than 200,000 persons took the General Investigator Test, which was one of the largest in Civil Service history.

Optional Tests

Several other registers are yet to be established. Special examinations in pharmacy, law and accounting

were given a select few of the applicants who met the requirements and passed the General Investigator Test. Three registers for each of these optionals are being established.

The accounting register has actually been established, but no grades will be announced until the pharmacy and law papers are graded and the registers set up.

Hundreds of the eligibles will be given jobs. National defense precautions require our government to more closely patrol our borders and to closely check everything and everybody that comes and goes from our shores.

Immigration and Naturalization

Service already has put approximately 750 Immigration patrolmen eligibles to work and it is hiring new men every week. The turnover is fast. Customs also has and will take hundreds of inspectors and patrolmen from the registers.

Postal Employees To Hear Ramspeck

Employees of the New York Post Office are making arrangements through their organizations, to hear Representative Robert Ramspeck, of Georgia, on Sunday, October 27, at 3 p. m. in the Hotel Pennsylvania Roof. Congressman Ramspeck is chairman of the House Civil Service Committee. He will explain in detail the purposes of the Ramspeck Bill to extend the federal Civil Service. The bill is now tied up in a conference committee of both houses. Local postal officials and other guest speakers will attend the affair Sunday.

Card Punch Test on Nov. 2

The card punch examination will be held on November 2. U. S. Civil Service Commission officials are hoping it will produce enough eligibles to serve their needs for at least 18 months. Frankly, they doubt it, and another punch card test within 8 or 10 months is a distinct possibility.

The best advice that can be given to persons who are eligible to take the November test is this: Prepare yourselves so you'll be certain to pass the exam. Briefly, every person who passes the test is fairly certain of getting a job within the next year.

Some 7,200 have applied for the test. Past records show that approximately 50 percent flunk the test, which would leave approximately 3,600 eligibles. Census Bureau right now has 1,900 punch card operators working subject to passing the test. Every single one of the 1,900 has applied for the test and the Civil Service Commission certified them to the bureau as being eligible.

Moreover, the Census Bureau is hiring 700 additional punchers, making a total of 2,600. This will leave only an estimated 1,000 eligibles. Civil Service Commission itself will need punchers to code the giant qualification files on 750,000 Federal employees and a second file on 450,000 American scientists.

Other Punchers Needed

Social Security Board and the War Department both have told the commission they'll need card punchers. There would be no question that another test would have to be given inside of a few months if it wasn't for the fact that the Census Bureau is a little doubtful of just how long it'll keep 2,600 punchers busy.

Census is hiring the punchers on a temporary basis. Some punchers

will be working for 6 months, others 15 months, and still others only three months.

Should Census work be completed ahead of schedule and the bureau start laying off punchers next spring, another exam will be questionable.

Census now has 8,400 temporary employees working on the 1941 count. A high of 9,100 is anticipated. A layoff of several thousand is anticipated the latter part of February, but few punchers will be affected at that time, bureau officials say. Some punchers will be working next year at this time, but not all 2,600 and just how many will the bureau itself can't tell you.

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Yes, You May Vote

But There Are Lots of Things You Can't Do Under the Hatch Act

If you work for the government, may you put a Willkie sticker in your car? Will you be fired if Roosevelt's picture hangs in the window of your home? Is it OK to contribute funds to your political party?

Questions like these are pouring in hordes upon the officials of the U. S. Civil Service Commission. So last week, in collaboration with the Department of Justice, they issued a set of simple instructions defining the rights and prohibitions imposed by the Hatch Act.

Prohibitions

Here they are:

1. It is **not** lawful for Federal officials and employees, with a few specific exceptions, to take an active part in a political campaign.
2. It is **not** lawful for one Federal official or employee to solicit or receive campaign funds from another Federal employee or official. Political solicitation by anyone in any Federal building is unlawful.
3. It is **not** lawful for anyone to solicit or receive campaign funds from a Federal employee who receives his salary from an appropriation provided for in the Emergency Relief Act.
4. It is lawful for any official or employee to make a voluntary contribution to any political party that he may prefer. An employee cannot be forced to make a contribution, and must not be discriminated against for not doing so.
5. It is lawful for any official or employee to put a political picture in the window of his home, if he so desires.

No Nix on Pix

6. It is lawful for any official or employee to wear a political badge or button.
 7. It is lawful for any official or employee to put a political sticker on his private automobile, except where forbidden by local ordinance.
- With reference to items 6 and 7 next above, it is the opinion of the Civil Service Commission that, although the mere actions mentioned are not violations, it nevertheless is inappropriate to the status of a Government employee, as a public servant, to make a partisan display of any kind, while on duty, conducting the public business.

Navy Dept. Hiring Stenos, Typists

Navy Department is hiring new civilian employees at the rate of 75 a week and it will continue to do so for some weeks.

More than 800 new workers have been taken on since Aug. 1. In September, 573 were hired. There are now approximately 4,900 civilian employees of the Navy Department, a new high record.

The limit on personnel has been taken off by Congress and the department is entirely free to hire new employees whenever and wherever it pleases, as long as the money holds out.

Several divisions were given direct appropriations in the Third Supplemental National Defense bill which the President signed last week. The Hydrographic Office was given funds to hire 111 additional employees, and 30 new employees were voted for the Office of Chief of Naval Operations. The office has been running from four to five days behind in its work. Also, 157 new employees are being hired by the District Commandant's Offices.

Most of the new employees hired are stenographers, typists, phone operators, messengers and clerks, and some architects and engineers.

Exam for Radio Operator

A competitive examination for Junior Communications Operator (High Speed Radio Equipment) has been reopened by the U. S. Civil Service Commission. Filing for the position, which pays \$1,620 a year, will be open until December 15.

Applications are being issued at the Federal Building, 641 Washington St., Manhattan.

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FOR SAFETY

Medals given to chauffeurs in the Post Office for safety in their work over a period of years.

Skilled Men Needed

Wanted: Skilled workers. If you know how to handle tools, if you're handy with metals, if you can turn out a tool, or grind a lens, or make a delicate instrument, or do a number of other things, then your government wants you—and needs you badly.

If you can do any of the jobs listed below, get in touch right now with the Second District of the Federal Civil Service Commission, 641 Washington Street, New York City.

- Boston, Mass., Navy Yard**
Coppersmith
Diesinker
Shipfitter
- Newport, R. I., Naval Torpedo Station**
Machinist
- Philadelphia, Pa., Navy Yard**
Loftsmen
Shipfitter
- Portsmouth, Va., Norfolk Navy Yard**
Loftsmen
Shipfitter
- Washington, D. C., Navy Yard**
Coppersmith
Instrument Maker
Machinist
Precision Lens, Prism and Test Plate Maker

U. S. Printing Office Graduates 100 Smart Lads, Piquant Gals

The Government Printing Office last week graduated 100 apprentices into the skilled mechanics class.

Among graduates are Howard W. Amos, who is described by the program as a big boy who likes big presses . . . Hazel Akers, piquant morsel . . . Milo Anderson, a dandy with a taste for Southern fried chicken . . . Milton Bejune, happiest when drawing bead down sights of pistol or rifle . . . Phillip Boundford, he's possessed of that brand of horse sense which requires a look before a leap.

John W. Browning, came from Seattle with a head full of yarns . . . Edward Rush, despite bond-salesman exterior, he has a printer's heart . . . James Carroll, more card shark than sheik, thinks a queen in hand is worth two blonds in a taxi . . . Daniel Cleary, he's a personality plus a profile . . . John Connor, big, blond, blunt Marylander . . . Lawrence Coon, an unhurried country boy who feels at home with a composing stick in his hand.

Myron Ditmars, his repartee is as effective as a dive-bomber but not so subtle . . . Lawrence Draeger, keeps his mind as keen as his engraving tools . . . Lucille Etter, wants to be a fast woman—on linotype . . . Gordon Holley, a phobia for doing the different . . . Rocco Infantino, esquire in cream-colored convertible coupe . . . Mary King, ink smudges can't hide her gracious smile.

Elinore Nugent, she indulges love of horses by riding them across hill and dale rather than playing them across the board . . . Daniel Ryan, so willing to give folks the shirt off his back that he carries an extra spare . . . Marshall Smith, he makes his bid for fame as the only man to grow a completely invisible mustache . . . Thomas Thornberry, looks like an understudy to Scattergood Baines . . . Moses Wulfow, a cowboy from Brooklyn . . . Stanley Sullivan, unreconstructed rebel from the District.

Other graduates are Marvin Balderson, Edward Berg, James Bjuström, Virgil Blackwell, Robert Boykin, Thomas Britt, William Bryan, Donald Buckle, Harry Byron, Orton Campbell, William Carr, John Casey, Thomas Cassidy, Aaron Chinitz, Simon Clar, Maurice Clerman, Philip Collier, Paul Daly, Vernon Davis, Roy Dean, Dean Denny, Roy Eastin, Joseph Epstein, DeWitt Feiter, Joseph Flannagan, Rogers Ford, and Earl Gilbert.

Also James Gordon, Samuel Gordon, Arthur Greene, Robert Hedges, Bernard Henning, Charles Hoffman, James Holloran, Robert Jupiter, Henry Just, William Kneipp, John Lecraw, Paul Lunde, John Madigan, Lonnie Mathis, Neilson McGown, James McHale, John Meyer, Fred Michel, James Murray, Walter Myskowski, Joseph Owens, Harold Phal, Paul Paxton, James Payne, Jacob Pomerantz, Walter Relihan, Frederick Schaeffer, Harry Senior, Clifford Shankland, Earl Soper, and Otis Spence.

Alan Benjamin Stalcun, Richard Steinberg, Stanley Stephenson, Howard Stingle, Ralph Strickrott, Irving Studenberg, Stanley Sullivan, Ralph Taylor, Warren Thomas, Douglas True, Harry Upchurch, Herman Wetrogan, Charles Yech, and Fulvio Zingaro.

- Toolmaker**
Charleston, S. C., Navy Yard
Anglesmith, Other Fires
Coppersmith
Ironworker (Shipfitting duty)
Loftsmen
Shipfitter
Helper, Shipfitter
Shipwright
- Bremerton, Wash.**
Puget Sound Navy Yard
Loftsmen
Shipfitter
- Springfield, Mass., Springfield Armory**
Barrel Rifer
Barrel Straightener
Barrel Turner
Diesinker
Gaugemaker
Operator, Tool Grinding Machine
Toolmaker
- Watervliet, N. Y., Watervliet Arsenal**
Toolmaker
- Watertown, Mass., Watertown Arsenal**
Machinist
Toolmaker
- Philadelphia, Pa., Frankford Arsenal**
Instrument Maker
Lens Grinder
Machine Adjuster
Machinist
Toolmaker
- Curtis Bay, Md., U. S. Coast Guard Depot**
Shipfitter
- Pearl Harbor, Territory of Hawaii, Navy Yard**
Boatbuilder
Boilermaker
Instrument Maker
Ironworker (Shipfitting duty)
Machinist
Ordnanceman
Patternmaker
Sheet Metal Worker
Shipfitter
- Shipwright**
Vallejo, Calif., Mare Island Navy Yard
Boatbuilder
Coppersmith
Shipfitter
- Dayton, Ohio**
Wright Field-Fairfield Air Depot
Aircraft Armament Mechanic
Junior Aircraft Armament Mechanic
Senior Aircraft Engine Mechanic
Aircraft Engine Mechanic
Senior Aircraft Electrician
Aircraft Electrician
Aircraft Engine Test Operator
Aircraft Mechanic
Aircraft Propeller Mechanic
Aircraft Sheet Metal Worker
Junior Aircraft Sheet Metal Worker
Aircraft Woodworker
- Baltimore, Md., and Vicinity, including Ft. Geo. G. Meade, Md., Aberdeen, Md.; and Edgewood, Md.**
Machinist
- Rock Island, Ill., Rock Island Arsenal**
Machinist

Civil Service Relaxed For Defense Jobs

F. D. R. has signed an order which permits the Federal Civil Service Commission to fill national defense jobs by persons who don't have Civil Service status. Now don't gang up on the Commission and defense agencies, since very few persons will probably be recruited under this exemption. The Commission may waive the rules only when "it is in the public interest" to do so. And the Commission isn't going to undermine its own program by permitting wholesale appointments.

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CIVIL SERVICE in NEW YORK STATE



By MORTON YARMON

Draft Threatens State Pay Increases

As State employees left registration centers last Wednesday, they asked themselves and each other many questions: Will I be deferred? Should I volunteer? Will I look well in a uniform?

In this they were exactly like 16,000,000 other American males between the ages of 21 and 36.

But the State employees asked themselves one question peculiarly their own: How will the draft affect Feld-Hamilton salary increments?

To State employees, Feld-Hamilton is a magical expression. It is magna charta, signifying a victory won after weary years, cherished because its retention has meant further battle each year in the Legislature.

This Feld-Hamilton law is very simple: it provides that for equal jobs in the State service employees are to receive equal salaries. Under a salary schedule, a low minimum wage is set, with the provision that employees advance by five annual increments until they reach the maximum of the grade. Entering employees receive the minimum, while veteran employees remain at the maximum after five years until they are promoted to a higher level.

Flagrant Inequalities

The Association of State Civil Service Employees pushed the bill in 1937 after a legislative commission several years before had reported the flagrant inequalities rampant in the State service. The increments were given the first year, suspended the next, then restored after a battle in the 1940 Legislature in which all employee groups joined hands.

State employees have learned that even under normal circumstances they must be ever on their guard against economy-minded legislators. These employees vigorously oppose even one more year of suspension for fear that suspension will become the rule rather than the exception.

Today, the draft has made conditions anything but normal, and the State's 40,000 workers are already worriedly whispering among themselves. They point to serious trends on the part of the State that, if carried through, will increase personnel charges. And they are preparing, though it's still more than two months before the Legislature reconvenes, to battle the inevitable move for suspension of the increments.

That such a move will come seems likely, particularly if certain rights

are to be legally guaranteed to Civil Service employees ordered for military or naval duty. Although nothing definite on this will be forthcoming until the Legislature meets in January, we can get some idea of the direction of the wind from various statements by State officials.

Memo to Poletti

Best source of this is a memorandum recently submitted to Lieutenant-Governor Charles Poletti, coordinator of national defense for the State, by Joseph Schechter, legal adviser to the State Department of



Civil Service. This memo treats the subject from two angles: 1) What rights go to employees who are absent on military or naval duty? and 2) How will vacancies caused by such absence be filled?

On the first matter, he lists the following possibilities, based on privileges now enjoyed by National Guardsmen:

- 1) For 30 days of military duty, an employee is entitled to full civil pay plus any military pay.
- 2) For the period beyond 30 days, he is entitled to the difference between his military and civil pay.
- 3) This applies to permanent, temporary, and provisional employees in the competitive class, and to those in the exempt, labor, and non-competitive classes. A temporary or provisional employee is entitled to his position only for as long as he would have been retained had he stayed in the civil service; he is therefore subject to such deductions in rights as abolition of the job, reduction in salary, etc. But he is also entitled to such privileges as Feld-Hamilton increments, promotion rights, and

vacation rights after returning to civil service.

4) The employee must be reinstated to his Civil Service job at the end of his military duty.

On Filling Vacancies

On the matter of filling vacancies, he has this to say:

1) A substitute or temporary employee may be appointed, and such substitute or temporary employee is entitled to the same rights as those referred to above.

2) Under the Fite Law, passed at the 1940 session of the Legislature, a temporary appointment is limited to one year. This law must be amended should it be contemplated to extend military leaves beyond one year.

In digesting the Schechter memorandum, one item has been omitted. This says: A special appropriation should be provided to take care of the excess of pay due to civil servants on military leave. There, in

(Continued on Page 12)

Unemployment Referee; Latest Information and Study Data

Although no definite figures on the filing for Unemployment Insurance Referee test are yet available, it is known that the number of candidates for the November 16 test will be much below that originally predicted. An off-hand estimate made last week placed registration for the test at about 5,000.

When the Court of Appeals, ruling in the Cowen v. Reavy case, ordered, in effect, that all lawyers with five years' practice were to be admitted, varying estimates reached as high as 15,000. After all, it was argued, 31 provisionals were serving, and the entering salary is listed at \$70 a

week, making it a very attractive test for thousands of lawyers.

As it turned out, the filing deadline actually had to be extended from October 11 to October 15. Yet only 1,500 blanks were filed at the New York City office of the State Civil Service Commission. Over 6,000 application forms were distributed at this office, and a large percentage must have been returned directly by mail to the Albany office.

The relatively small filing, of course, increases opportunities for those who take the test. In addition, there will be temporary opportunities, as many eligibles will come between the 21-36 draft ages.

THE LEADER presents further study material, taken from a four-page pamphlet of information for employers, prepared by the Information Bureau of the Division of Placement and Unemployment Insurance.

Employer-Employee Relationship

If you conduct business at two or more points within the State you must consider your workers as employees in a single establishment. For example, if you have three persons in Buffalo and two persons working at New York, you have five employees and are subject to the Law.

When you become subject to the Unemployment Insurance Law by virtue of having employed four or more persons in each of 15 or more days in a calendar year, you become liable for contributions as of the first of the 15 days.

Once liable, you continue liable for the balance of that calendar year and at least for the entire succeeding calendar year, even though you may not employ four or more persons on each of 15 or more days in the succeeding year.

If, in the course of a full calendar year you do not employ as many as four persons on each of 15 or more days, you must, prior to March 31 of the following year, make application to the Industrial Commissioner to cease to be subject to the Law.

Interest and Penalties

If you default on any required payments you are liable for the full amount, plus penalty, plus interest of six percent a year.

If you default through negligence, and not through intent to defraud, you are liable for a penalty payment of five percent of the amount of deficiency in addition to payment of the deficiency itself and interest.

If any part of a deficiency is due to fraud with intent to avoid payment of contributions, you are liable for a penalty payment of 50 percent of the deficiency, in addition to the payment of the deficiency itself and interest.

Failure to observe the provisions for maintenance of accurate records is punishable as a misdemeanor.

Credits and Refunds

Tardiness in payment of contributions may double your tax liability. All State contributions for a given year must be paid on or before January 31 of the succeeding year if such payments are to be allowed as a credit against the Federal unemployment tax. The State will certify to your tax payment as basis for a 90 percent credit to the employer against the 3 percent Federal excise tax. The Federal government will allow only 81 percent credit for State contributions paid after January 31 and on or before June 30. However, employers who delay payment of State contributions for a given year beyond June 30 become liable not only for the State tax and interest and penalties for delinquency, but also for the full Federal tax.

Further study material will appear in future issues of THE LEADER, up to the date of the exam.

An Unusual Offer To All Employees of the State of New York

Between 8 and 12 Tonight!

Between eight and twelve tonight, 861 people will be injured by automobiles.

Over 30,000,000 people are disabled yearly by sickness or accident in the United States.

823 persons out of every 1,000 are sick every year.

The Odds Are Against You

Only Insurance can beat these odds!

Here is a cooperative, low-cost Group Plan of ACCIDENT and SICKNESS INSURANCE (for State Employees only) sponsored by The Association of State Civil Service Employees of the State of New York with the approval of the Insurance Department and the State Legislature.

This Group Plan of ACCIDENT and SICKNESS INSURANCE has been in force 3 years. Over 12,500 New York State employees have been insured under this plan and over \$400,000 in benefits have been paid to your fellow workers in time of need.

The policy gives you real benefits on a reasonable and easy payment plan. It can be continued after leaving State service. It protects you against 5 years non-occupational accidents and 1 year sickness with very broad coverage. No Medical Examination Required.

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Binghamton Civil Service Blasted by Investigation

Binghamton's Civil Service, which has recently been investigated by the City Council and has long been the center of political manoeuvring, comes in for some levelled rebukes on the basis of issued by the State Civil Service Commission. Recommendations and suggestions are made to the local commission on the basis of an investigation by the Counsel and Senior Municipal Research Assistant of the State Commission.

The report has particularly virulent things to say about a series of exams announced for September 1, then postponed because the 15 days notice required by law was not given.

1. The entrance requirements were not reasonable or equitable.

2. Exams should be held for departments other than the Welfare Department.

3. No salary ranges were announced for several titles.

4. No statement of duties appears on the announcement for a promotion test.

5. The commission did not determine if a field for promotion existed

before it announced an exam.

6. Promotion exams were opened to laborers as well as to those in the competitive class. They should at least be department-wide.

Likewise the subject of some spanking are the practices of certification, preferred lists and payroll.

On the other side of the ledger, the report says: "The State Commission is pleased to hear that the Binghamton Civil Service Commission plans to have examinations prepared and rated by the Examinations Division of the State Civil Service Department."

When 150,000 New Yorkers Come Under Civil Service

For the past month, the New York State Commission on Extension of the Civil Service (better known as the Fite Commission, after Assemblyman Emerson D. Fite, its chairman), has been holding public hearings throughout the State. Commissioners have been sounding public opinion on just how Civil Service will be extended to those parts of the State where it doesn't exist today. They are now carefully studying the various proposals made, and will make their report to the State Legislature by February 1, 1941.

H. Eliot Kaplan, a member of the Fite Commission, gives the following vivid picture of exactly what will happen to those already on the job when extension comes about.

ABOUT THIS time next year we ought to know just what positions out of the 150,000 in the counties, towns, villages, and school districts not now under the Civil Service rules will thereafter be filled by competitive examinations whenever vacancies occur. That is one of the major tasks of the Fite Civil Service Study Commission.

Standing of Eligibles On State Lists

Any estimate of job opportunities from popular State clerical, stenographic and typist lists is still up in the air, with no complete reports yet on the re-cavassing being made by the State Civil Service Commission. Under the plan of re-cavassing candidates, unappointed eligibles on the top of the list are being asked by the Commission's certification bureau if they'll take jobs which they once refused. The change-of-mind already recorded ranges between 5 and 10 per cent.

Lists being recavassed: Junior and Assistant Clerk, Junior Stenographer, Assistant File Clerk, and Junior Typist.

Preliminary reports on some of these lists follow:

Assistant File Clerk—No. 375 has been permanently appointed at \$900 in Albany; certifications have gone through No. 1094 for temporary appointment at \$900 in Albany, but there is no report on this.

Junior Clerk—No. 711 has been permanently appointed at \$900 in Albany, and No. 1060 has been temporarily appointed at \$900 in Albany.

Junior Stenographer — Certifications have gone through No. 1759 for permanent appointment at \$900 in Albany; No. 237 has been temporarily appointed at \$900 in Albany.

"Where Do I Stand?" The regular feature listing the latest certifications and appointments in Albany and New York from these lists, will be published in THE LEADER as soon as it is available.

Tax Examiner List Down to No. 254

The State Tax Examiner list was certified down to number 254 for Albany appointment at \$1,740 on October 15. The latest appointment from this list was number 225, made June 8, 1940.

State Begins Listing Of Top Three on Each List

The cream of the nation's personnel crop will aid New York State's local Civil Service commissions in their work. This is the conclusion to be drawn from the results of the three exams for Civil Service Technicians in the Principal, Associate, and Senior grades, just issued.

The State Civil Service Commission also announced that Henry J. McFarland and James C. Yarger, number one on the principal and senior lists, respectively, have been appointed. They are to work in the newly established Municipal Service Bureau.

These lists are the first to come under the Commission's new policy of announcing only the top three names for high positions in professional and technical fields, a policy adopted as an answer to the lack of competition from outstanding men in medicine, engineering, dentistry, and other similar fields whose reputations might suffer should they appear at the bottom of lists.

The first three names on each of the lists, and who they are, follow:

Principal Personnel Technician
1. Henry J. McFarland—operating head of the Examinations Division of the Civil Service Department of California.
2. Maxwell DeVoe—recently appointed Director of Personnel for Rhode Island.

The Commission has already collected data relating to the title, duties, salary, method of selection, election or appointment, term, etc., of every one of the jobs in the local jurisdictions. It needs this information to be able to tell the Legislature next year when it makes its report how the Civil Service law should be amended to provide for future appointments to these positions.

Of one recommendation we can be quite sure. No one will lose his position as a result of any recommendation made by the Fite Commission. The Commission has already gone on record as favoring the retention of incumbents in their positions without the requirement of any examination. Examinations, if any should be required, will apply only to appointments made after vacancies thereafter occur.

Not All Competitive
Obviously, not all positions among the 150,000 will be placed in the competitive class; that is, subject to competitive examination for appointment. For many of them, and I dare say for perhaps half of them at least, no competitive tests for filling the positions will be found practicable. Some may be of such character that competition may not be feasible, either because of the nature of the duties, the small salary offered, or the method of selection already required by law.

Under the Civil Service law, however, competitive examination is not the only method of examination required. If competition is found impracticable, then non-competitive tests must be the means of selection. Under this latter plan, the Civil Service commission requires that the person nominated by the appointing officer shall pass a qualifying examination based on such experience, education, and accomplishments as would indicate the probability of the person to be able to perform the duties of the position.

Then there is the exempt class.

3. Dr. Istar Young—Associate Examiner of the New York State Civil Service Commission.

Associate Personnel Technician
1. Boynton S. Kaiser.
2. Rubin Horchow.
3. Robert I. Biren.

Senior Personnel Technician
1. James C. Yarger—member of the Personnel Division of the United States Department of Labor.
2. Melvin K. Kidder—member of the California State Personnel Board.
3. John Ficklin—Personnel Technician of the San Francisco Civil Service Commission.

Exams for the jobs were held last spring in New York City and Chicago by a group of three: Harry Marsh, field secretary of the National Civil Service Reform League, chairman; Dr. John J. Furia, in charge of in-service training for the New York City Civil Service Commission; Charles E. Campbell, Director of Classifications of the State Civil Service Commission.



ASSEMBLYMAN FITE

These generally include positions for which no examination, competitive or non-competitive, is at all practicable. These would include principal deputies or heads of departments, for example. Heads of departments themselves are in the unclassified service and are not subject to the Civil Service rules. Laborers are (outside of city services) technically in the exempt class; that is, filled without any restrictions as to method of appointment.

What Good Is It?

What good will it do you if your position should be classified in the competitive class. If, when you go to bed December 31 with your old position outside the Civil Service rules, and after January 1 the position became competitive, you would not recognize the change a bit on January 2 when you came back to the office to work. You would just go on doing the work of your position just as you had all along.

For all practical purposes you wouldn't know that any change had occurred at all so far as you were concerned. Your salary would not be changed. Your hours of work would be the same. Your right to vacation and sick leave would not be affected any. The "boss" will smile just as sweetly or bawl you out just as ferociously as ever before. You'll go out to lunch the same as ever, and go home the same time as theretofore. You won't get any new desk or chair, nor will they paint the walls of your office a different color. Why all the excitement then?

Well, just two or three things. First of all, the State Constitution states that all appointments and promotions in the Civil Service of the State or any civil division or city must be filled after competitive examination wherever practicable. Now, if the job you are now holding can be hereafter filled by competitive examination, then your job will be classified as in the competitive class. You will stay there, of course, but after you leave it the position can only be filled from a Civil Service list resulting from competitive test held by the Civil Service commission.

So what has that got to do with me, you naturally ask, and what good does that do me? Just this:

- (1) You can no longer be dismissed at will by the department or the county manager, or the town or village council or trustees. You will be entitled to a statement of reasons or charges, and an opportunity to answer them in writing before you may be dismissed.
- (2) In case your position is abolished for lack of work or appropriation, your name will go on a preferred list and you will be eligible for four years for appointment to any similar position in the county, town, or village service without any further test.

Eligible for Transfer

(3) You will be eligible for transfer to any other similar position in any other branch of the service in which you are employed without further test.

(4) You will be eligible to take promotion examinations for advancement to higher positions in the service as a matter of right rather than a matter of favor.

There is a second aspect of the problem. Many of the positions now filled by "election" by the council,

supervisors, or trustees, and often for some fixed term, will become regular positions no longer subject to such "election" or term of office. You will continue in the service during good behavior. You won't have to worry about who will win the next election or the next primary fight. It should not keep you up nights just before election or primary day worrying about your job—at least not so much! For the first time in your life there will be some hope of your making your job in the public service something resembling a career, not a nightmare.

You will find the going somewhat happier and easier in the sense that you will have so much less to worry about the little political lieutenants all over the county, town, or village offices eyeing you threateningly as though you owed them your whole life.

You'll be able to take more interest in your work, get more valuable experience in your office, and the public will have more confidence in your impartiality, and be glad to have an experienced man like you stay on the job regardless of what political party may be in power.

If You're a Veteran

If you happen to be a veteran or exempt volunteer fireman, you may not be discharged except after a hearing or "trial," and a right to have the discharge proceeding reviewed by the court if you feel aggrieved.

Then again, there is not much point in getting into a pension system if you never know how long you are going to last, or rather how long your political sponsors will last. After you get in the classified service there is so much stronger possibility of your remaining in the service long enough to enjoy the possibility of a pension some day. It's a mighty good investment, one that you just can't buy anywhere else.

Those whose positions will remain outside of the competitive class will obviously not fare any differently than at present, but with the vast majority under the Civil Service rules you will find the morale of the whole county, town, or village service considerably improved. It may not all happen over night, but it will come soon.

In future issues THE LEADER will report further progress of the Fite Commission.

Filing Ends for Jobs In Local Post Offices

Tuesday, October 22, is the final filing date for the \$4,200 postmastership of Niagara Falls, and for a \$1,260 job of fireman-laborer at the new post office in Lake George.

Among the fourth class postmasterships to be filled after competition in the near future are those at West Copake, South Lansing, Manorville, Loomis, and Purling.

Civil Service officials point out that applicants for local postal jobs must be residents of the city, town, or village in which the post office is located.

Private Industry Cuts Down Fire Candidates

Private industry seems to be taking Civil Service over the coals, at least as far as prospective Buffalo Firemen are concerned. When filing ended last week for the Fireman test scheduled for December 14, 1,252 candidates applied; whereas the previous Fireman test had nearly twice that number.

Commission officials were certain that increased need for young men in private industry because of the defense program was responsible.

State Promotion Tests

The following promotion tests were opened this week by the State Civil Service Commission:

No. 1233. Associate Insurance Examiner (Fire and Marine), Department of Insurance. (Usual salary range \$4,600-\$5,600.) Fee, \$4. File by October 31.

No. 1234. Associate Insurance Examiner (Casualty), Department of

Provisionals Can't Have Civil Service Status

If an employee is continued in provisional employment beyond the three-month period set by law, he does not automatically achieve permanent Civil Service status. This has just been reiterated by Supreme Court Justice Voorhis, of Rochester, in deciding the case of Louis J. Marasco v. the Superintendent of the State Agricultural and Industrial School at Industry, N. Y.

Marasco was hired as steward on November 1, 1938, on a provisional basis. He was number two on the list established over a year later, and was appointed as a probationary employee on February 15, 1940. On May 15, he was notified that his employment was to end the next day.

Marasco also sought to prove that since he stayed on for one day beyond the three-month probationary period, he was entitled to permanent employment. In denying this argument the Court quoted a previous justice:

"It must not be overlooked that the primary purpose of Civil Service laws and rules is to promote the good of the public service, and that purpose is not to be frustrated by technical or narrow constructions."

Deadline Next Week For Library Tests

With four upstate cities cooperating, the State Civil Service Commission has opened filing for three librarian tests, to be held November 16. Filing deadline for each is October 26. The titles are Junior Librarian Assistant (\$1,200 - \$1,500); Senior Librarian Assistant (\$1,500-\$1,800); Senior Librarian (\$2,100 and above.) Full requirements appear in this issue.

Under the scheme decided upon after conferences of officials from the State and local commissions, anyone in the State who is qualified may take the tests, but appointment will go first to residents placed on special lists.

From the Junior Librarian Assistant list, seven immediate vacancies will be filled in New Rochelle, and future appointments in Niagara Falls and Syracuse as well. Five immediate Senior Librarian Assistant vacancies are to be filled in Niagara Falls. From the Senior Librarian list, an Assistant Librarian vacancy in Yonkers is to be filled.

Hospital Attendant List Dec. 15

Among the major clerical tasks that must be accomplished before establishment of the Hospital Attendant list is the matter of opening the declaration sheets, then matching the numbers appearing on the exam papers with those on the application blanks. The State Commission's markers still haven't started on this.

Commission officials state that the list cannot possibly be out before December 1, and that December 15 is probably closer. Of the 18,253 who filed for the test on June 29, 16,250 actually took it.

First appointments from the list will be made January 1, 1941, when the job of Hospital Attendant officially moves from the non-competitive to the competitive class.

Further progress on this list will be reported regularly in THE LEADER.

Future State Tests

The State law says that titles of open competitive lists requested by departments and institutions must be publicly announced for 15 days before the State Commission takes action. The following lists are now being advertised (the date denotes when the 15 days are up):

October 23 — Westchester County Public Welfare (OA)—Assistant Instructor of Nursing.

October 26—Social Welfare—Senior Social Worker, PA.

October 29—Ulster County ABC Board—Executive Officer.

Insurance. (Usual salary range \$4,600-\$5,000.) Fee, \$4. File by October 31.

No. 1235. Senior Estate Tax Appraisal Clerk, Transfer and Estate Tax Bureau, Department of Taxation and Finance. (Usual salary range \$1,600-\$2,100; one immediate appointment expected at minimum but may be made at less.) Fee, \$1. File by October 26.

Civil Service LEADER

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MEMBER, AUDIT BUREAU OF CIRCULATIONS



Tuesday, October 22, 1940

Wanted: Protection for Civil Service in Draft

NOW that the big day—October 16—has passed, and the nation's youth has gone quietly to thousands of registration booths and joined the vast pool from which America will build its biggest army, there is an urgent need for new laws and regulations and policies to protect Civil Service employees who may be drafted. The main problems to be met are these: to assure all employees of their jobs back after their military service; to provide for salary differentials; to guard promotion and seniority rights; to protect increments; in short, to see that an employee who goes into training can do so with as little disruption of his ordinary life and responsibilities as possible.

Legislation is needed to accomplish these objectives for city, state and federal employees in the City Council and Board of Estimate in New York City; in the State Legislature and in Congress.

It is too early to make more than general recommendations. Actual legislation will come later as the draft goes into effect and its implications become clear. However, it should be pointed out that all governmental agencies should immediately adopt a policy of interpreting existing rules and regulations as liberally as possible.

Next, legislation should be enacted by the cities and States which will accomplish the clear purpose of the selective service law—that all employees be given their jobs back at the end of their year or more of service. In addition, they should be provided with the difference in the salary they received as government workers and their Army pay. Their seniority and promotion rights should be protected. At the same time, the rights of draftees to take Civil Service exams must be preserved in the interests of a fair merit system.

There will be many problems arising which will call for clear-cut, considerate action by legislators, administrators and department heads.

We Suggest - - -

In this department, THE LEADER each week includes suggestions which are important to Civil Service employees, eligibles, and those seeking to enter the government service. Readers with suggestions of their own are invited to submit them to the editors.

THAT MEN who expect to apply for the next Fireman's exam begin their physical training at once. The results of competitive physical events will weigh heavily in the final scoring on the exam. Applicants should be guided on the type of the physical test by those given recently to Sanitation candidates.

THAT ELIGIBLES ON CITY LISTS who know of provisionals working in various departments request the Civil Service Commission to use selective certification to fill these jobs if the eligibles are qualified for them.

THAT COMPETITIVE EMPLOYEES in New York City who earn less than \$1,800 and have had bookkeeping experience watch for a new city-wide promotion test for this position. The exam was ordered last week, and will be publicly announced soon.

THAT STATE EMPLOYEES start girding their loins for a battle royal during the coming session of the Legislature on the matter of Feld-Hamilton increments. There'll be a new attempt to have these increments suspended.

With this issue, THE LEADER fulfills one of its most important hopes and expectations—publication of a special edition for its readers in upstate New York. Many readers have asked if any of the news of Civil Service in New York City will be omitted from this edition. The answer is no! The upstate edition contains all the local New York City news, along with greater coverage of State Civil Service news and items from the local upstate commissions.

Merit Man

Philip Kerker

Kerker



"Make the merit system fluid, not rigid."

THIS IS the story of a philosopher who came into Civil Service by accident—"an accident of the depression," he calls himself. It's the story of a man who stayed, to give Civil Service a mechanical shot-in-the-arm that will probably last for quite a while.

His name is Philip Kerker, for the past year and a half the Administrative Assistant of the State Civil Service Commission. He's a boyish-looking little man, whose 40 years are shown only by the whiteness of his hair.

A product of New York City's public schools, he went on an intellectual rampage during four years at the University of Michigan, then found that, with all the philosophy, psychology, Latin and Greek, English literature, and natural science he had imbibed, the best job he could land was that of addressing bonvoyage envelopes for a publishing house.

Physiology Prof

Pure chance got him a physiology post at Columbia's School of Pharmacy. Association with former brain-truster Raymond Moley brought an interest in public administration. From this, it was a merry chase: assistant secretary of the Civil Service Reform League, associate director of the upstate TERA, personnel director for the Social Welfare Department, then Civil Service.

He's seen public administration from many sides. His answer to the obvious question, "And do you believe that you get better qualified people through Civil Service?" is a bit startling:

"It is quite possible to run a good organization with Civil Service. But you must have a strong administrator plus a fundamentally sound organization."

He has other equally jolting things to say:

Red Tape Unnecessary

"You don't have to tie up the merit system with red tape to keep it pure. Make it fluid, not rigid. Instead of making a new rule to meet a problem, why not rescind two rules?"

"The best we can say for the competitive examination system

is that it separates the sheep from the goats. On professional and technical lists, I'm sceptical about our ability to discover refinements among the qualified persons."

"Department heads should have more freedom, at least in promotions and in shifting personnel within divisions and classifications. We might even certify the entire list to the appointing officer, and let him do the choosing."

"Civil Service reformers rarely use the merit system to fill jobs in their own offices."

As administrative assistant of the State's Civil Service department, he is in charge of all its technical functions but examinations and the municipal service bureau: payrolls, certifications, accounting, files, stenography, mail and supplies.

Machines Do It

Weaving in and out of the work of these divisions are IBM machines recently installed in the department through Phil Kerker's insistence. Today one-half of the State's lists are set by machine, the other half by hand. In a year the bulk of the manual lists should be exhausted. Then the State Commission will really be streamlined, the first in the country. It works this way:

For each candidate for each test, the Commission makes up a card with 80 spaces, in which are listed the number of the examination, amount of the fee, name, street address, locality, sex, county, district, declaration number, final exam rating, rank, and the canvass result. When the Commission needs someone for a particular job—presto! the button is pushed. The machine then does everything but breathe.

The relative speed of the machine: a recent certification of 2,400 Junior Clerk eligibles took 1½ hours where formerly three girls would have worked for a week. The saving in personnel expenditure for the Civil Service Commission will soon be terrific, but there will be no lay-offs of permanent employees. When centralized certification is established through these machines in the spring, equally huge savings will be made for every department in the State service as well.

Don't
Repeat This!



A SHOOTING and suicide that happened almost a year ago in a Sanitation Department building, and was hushed up at the time, may soon be spread over the public prints. . . . Loud boos for the uptown election officials who lacked facilities to give a Hunter honor grad a literacy test, then tried to send her five miles to prove she could read and write. Result: she lost her vote. . . . For the first time within the memory of man, the SCMWA has waived a hearing with DPUI officials. . . . The pro-New Deal *New Republic* has some damaging charges to make about Civil Service in Republican states in its Voters' Handbook.

Philology

More and more are they calling that certain law the Hatchet Act. . . . The city commission will soon use the same type of IBM certification machines now in use at the State Commission. . . . The Post Office in the State Capitol will soon be enlarged. . . . Norfolk's Civil Service commission has been ordered to accept applications of Negroes for its Patrolman exam. . . . The late Katherine Mayo was responsible for establishment of the State Police. . . . DPUI exams are paid for by the Social Security Board. . . . A Washington funeral director, whose coffins are bought by the government for the burial of vets, uses this advertising theme: "If it's good enough for the vets, it's good enough for you!"

Welfare

The Welfare Department swoops down with the speed of the FBI on clients who abuse or threaten investigators. . . . PWA is down to 500 employees from a high of 10,500. . . . For the first time in its 150 years, the files of the U. S. Postal Inspection Service have been opened to a national magazine. . . . G-Man Hoover is using the Hercules blast as proof that his cry for a larger staff is based on great need. . . . The State Welfare Department is following up the blitzkrieg criticism of Amsterdam's Civil Service by the State Commission. . . .

letters

Protest Telephone "Outrage"

Sirs: I wish to protest emphatically against the recent declaration of President Kern of the Municipal Civil Service Commission and Commissioner Valentine of the New York Police Department regarding their refusal to appoint eligibles from the new Male Telephone Operator list to the Police Department switchboards where many vacancies exist or should exist. I am aghast—this is a pure outrage, because we, who have studied, hoped, strived, planned and worked these long months to successfully pass the various tests are now seemingly discarded like dust into an incinerator. Why, I ask, have these two gentlemen waited until now for this utter disregard of the normal rights of men who rightfully should receive these appointments? What have our qual-

ifications meant? Up to now they meant everything, and now? To many of us, telephone operator qualifications are the sole means we have of attaining a position in the Civil Service. Are we to be denied this after years of waiting? What sense of security is offered anyone, anywhere, if something like this can happen to people who really, truly and honestly deserve and have earned these appointments?

We earnestly appeal to all with a sense of righteous decency to aid us to attain the appointments we know should definitely be tendered us.

JAMES R. COEN.

Attendant-Messengers

Sirs: Frank K. Sullivan, Commissioner of the Board of Trans-

portation, informed the President of the Attendant Messenger Eligibles Association that eligibles given temporary appointments as Railroad Clerks and Porters would be tested by assignment to jobs for their ability and aptitude for these alleged appropriate positions. The success of the Attendant Messenger Eligibles Association depends on the endeavors of the eligibles given temporary appointments in the Board of Transportation. Their task is to remove the doubt in the mind of Mr. Sullivan as to appropriate positions from our list. All future hopes of being declared appropriate to other positions depends on this group of eligibles.

IRVING ADLER.

Secretary Attendant Messenger Eligibles Association.

Welfare Department News

By HENRY TRAVERS

Pope Leaves

Henry W. Pope, administrative supervisor of District Office No. 26 of the Department of Welfare, is leaving the Department to accept the post of Secretary to the Committee on Negro Welfare of the Welfare Council of New York City, Commissioner William Hodson announces.

Mr. Pope will assume his new duties with the Welfare Council on November 4th, after a vacation. He succeeds Lester B. Granger as secretary of the Committee on Negro Welfare. Mr. Granger recently resigned from the Welfare Council to accept the position of Assistant Executive Secretary of the National Urban League.

The Committee on Negro Welfare, of which Commissioner Hodson himself is a member, seeks to improve the quantity and quality of social welfare services for Negroes in New York City. It locates and analyzes Negro communities which are in need of social welfare facilities, and acts as information center for organizations seeking information regarding Negro welfare services and problems. Miss Dorothy Strauss is chairman of the Committee, which has four sub-committees; employment and vocational guidance, needs of adolescent youth, needs of children, and health. All members of the Committee have been chosen because of their knowledge of, or special interest in, problems of the Negro.

Pope Will Be Missed

"We shall miss Mr. Pope, who has rendered outstanding service in the Department," Commissioner Hodson said. "However, the community will continue to have the benefit of his knowledge and experience in the important secretaryship of the Committee. He is fully qualified by training to discharge the duties of his new post and he will be a credit to the career service now opening to the Negro people of New York City."

Mr. Pope has been with the Department of Welfare since 1934. Prior to his work there, he served five years with the National Council of the YMCA as Student Secretary. He was Research and Placement Assistant in the Industrial Division of the New York Urban League from 1926 to 1928 and also taught high school for two years. Mr. Pope received a B.A. degree from Johnson C. Smith University in 1923, and did graduate work in psychology at Columbia University.

Mr. Pope's community activities include membership, Executive Committee of West Harlem Council of Social Agencies; Board of Managers, Harlem YMCA; Advisory Committee, National Council, YMCA (Colored Work Department); Men's Advisory Committee, Harlem Boys Club, Children's Aid Society; (Chairman) Men's Advisory Committee to Hope Day Nursery; Executive Committee, West Harlem Neighborhood Council of the Juvenile Aid Bureau (Police Department).

At the Draft

Among the staff members seen at draft registration centers Wednesday morning were: Hugh Jackson, Acting First Deputy Commissioner; Clifford T. McAvoy, Deputy Commissioner; Henry J. Rosner, Assistant to the Commissioner; Bernard Locker, Assistant Deputy Commissioner; Matthew Silverman, Assistant Corporation Counsel; Philip Sokol, Director, Resource Division; Sidney Lindner, Director, Division of Special Investigation; Walter Brill, Director, Division of Special Studies; Edwin F. Cunningham, Director, Camp LaGuardia; Jack Hirsch, Manager, Building Management Section, Division of Building Management and Procurement; Howard R. Fitzpatrick, Assistant Manager, Building Management Section, Division of Building Management and Procurement; Theodore M. Schoenfeld, Junior Administrative Assistant; Henry J. Liliensfeld, Junior Administrative Assistant; Benjamin R. Alpert, Manager, Employment Section, Bureau of Public Assistance; Harry Sussman, Assistant Director, Division of Statistics; Theodore E. Harfst, Assistant Manager, Staff Control and Payroll Section, Division of Personnel.

Add Romances

Miss Dorothy Feldman, secretary in the Division of Finance and Statistics and scholarship student at New York University, will soon add home-making to her multiple undertakings. Dorothy will be married on

December 1 to Michael Styler, sanitation inspector in the Department of Health.

Dorothy and Michael are planting great boxes of tulips, daffodils, narcissus and even transplanting shrubbery and trees around their home-to-be on rural Pelham Parkway in New York City.

Sprague Goes

Mrs. Marian Sprague, who has resigned her job as field administrator to devote herself to private activities, was given a farewell party by more than 100 staff members at the Hotel Woodstock the other evening.

Commissioner Hodson congratulated Mrs. Sprague on her very real contribution to the Department of Welfare.

Miss Jean Murphy, unit supervisor in D. O. 24, and Sam Sorokin also spoke. Miss Murphy stressed Mrs. Sprague's ability to inspire her co-workers and to develop their talents to the fullest possible extent.

Mrs. Sprague was presented with a fitted over-night bag by friends and co-workers.

Staff members present included: Acting First Deputy Commissioner Hugh Jackson, Deputy Commissioner Clifford T. McAvoy, Henry Rosner, Mrs. Margaret L. DeWitt, Mrs. Maud M. Hamilton, Miss Adele R. Glogau, Mrs. Crystal Potter, Miss Edith B. Harris, Miss Alice Brophy, Miss

Etta Deutsch, Miss Rose Drapkin, Miss Dorothy Villiger, Miss Esther Emerson, Mrs. Eleanor Mayer, Miss Adele E. Hamerschlag, Miss Marie Galpern, Miss Dorothy Bird, Mrs. Edith Alexander and Miss Dorothy Swanson. Also present were: Dr. George Sprague, the guest's husband, of the Westchester Branch of New York Hospital; Miss Rose Goldsmith, case consultant for the National Refugee Service; Mrs. Olive Streater, Director of Service for the Children's Aid Society's Bureau for Negro Children; Miss J. Clarice Brooks of the New York Protestant-Episcopal City Mission Society and Miss Margaret Bernard, Area Director of the New York State Department of Welfare.

Miss Swanson, administrator of D. O. 33, was toastmistress and introduced the speakers.

Deutch Fills Job

Mrs. Etta Deutsch, senior supervisor, who has served as administrator in a number of the Department's largest district offices for the past five years, has been appointed field administrator to fill the vacancy created by the resignation of Mrs. Sprague.

Bowling

The Department of Welfare Bowling Team competing in the Municipal Bowling League continued in its victorious march by defeating the Department of Correction, a clean sweep of three games.

The members of the Welfare team were: Vincent Cerra (Captain), Legal Division; William Carr, D.O. No. 67; Alex Delmonico, Resource Division; Jacob Glassman, Non-Settlement Section; Joseph Kocarnik, Children's Division.

POLICE CALLS

By BURNETT MURPHEY

Firemen For Cops?

The revelation last week by Mayor LaGuardia that 150 rookie Firemen are being given rudimentary instruction in Police work, so that they could pinch-hit in an emergency, is indeed something to think about. If we're going to have emergencies, if the Police Department isn't going to be able to cope with them, then why not make some more Police appointments? The Budget contains the authorization for at least 400 more Police appointments. Others could be made if a real "emergency" existed or was likely to occur.

But by penny-pinching now, by blocking appointments in a dangerous economy move, the city may suffer in the future; the eventual cost will be much larger than if appointments were made.

Likewise, it is foolish for the city and the Police Department to delay appointments because of the draft. In any one batch of men who might be given jobs in the Police Department, only a handful would actually be drafted. The city can well afford the slight additional cost involved in paying their salary differentials.

Private concerns are being roundly criticized for not employing men between 21 and 35 who are subject to the draft. Certainly government agencies cannot remain free from the same criticism if they follow a similar policy.

Farewell to Meany

A farewell dinner in honor of Martin H. Meany, 5th Deputy Police Commissioner, who has been called for active duty with the U. S. Army, was held Thursday, October 17, at the Hotel Governor Clinton, under the auspices of the line organizations of the Police Department.

Commissioner Meany, who was appointed by Mayor LaGuardia on January 1, 1934, leaves for a year's service with the 165th Infantry on October 23. He holds a Lieutenant-Colonel's rank. He will serve as executive officer of the old fighting 69th Regiment. He enlisted in the regiment in October, 1915, served in the Mexican War and overseas as a captain and a major.

The line organizations which sponsored the dinner, and their officials, are: Inspectors' and Captains' Endowment Association, Inspector Patrick J. Daly; Lieutenants' Endowment Association, Lieutenant Nicholas P. Sussillo; Detectives' Endowment Association, Detective Dennis Mahoney; Sergeants' Benevolent Association, Sergeant Fred Meyer; Patrolmen's Benevolent Association, Patrolman Joseph J. Burkard.

Day Off

A well-merited day-off will be given to members of the force next month, Mayor LaGuardia said this week. In a letter to Commissioner Valentine, the Mayor praised the work of the department in handling the selective service registration, and suggested that a day-off be given to all men in the department after election day, November 5.

In Canada, Cops Are Exempt

If Canada's rules and regulations concerning compulsory military service have any bearing on the policy to be adopted in this country, members of the Police and Fire Departments, as well as wardens and officers of all public prisons, will be exempt.

We are indebted to Richard J. Walsh, secretary of the Correction Officers Benevolent Association, for this information. In a letter last week to Walsh, G. L. Sauvaut, acting Superintendent of Prisons of Ottawa, Ontario, sent a list of those exempt from military service.

"Wardens and officers of all public prisons...members of the police force and fire brigade permanently employed in incorporated cities...shall be exempt from liability to service in the militia," Sauvaut wrote.

Special Patrolmen To Meet Friday

A general meeting of the Special Patrolmen Eligibles' Association will be held at the Washington Irving High School, Irving Place and E. 16th St. on Friday, October 25, at 8 p.m. All eligibles on the list and those who have been appointed from it are urged to attend this session.

FIRE BELLS

By JAMES DENNIS



Prospects for Firemen: 50-50

The prospects of new fire appointments on or about November 1 are about 50-50. Mayor LaGuardia and Commissioner McElligott intended to make about 150 new Firemen on the 1st, but the beginning of the draft has interfered somewhat with these plans. City officials are now waiting for a definite policy to be handed down by the War Department or the Selective Service Administration on whether or not Firemen, as well as Police, will be exempt or deferred in the draft. Mayor LaGuardia has already said that he would ask for the deferment of Police, and presumably he will do the same for Firemen.

If it appears likely that any new men appointed to the Fire Department will not be called for military service, then the city can go ahead, perhaps by November 1, on new appointments.

Rookies Get Training

One hundred and fifty rookie Firemen are receiving elemental training in Police work, it was revealed this week. The men are being trained, according to Commissioner McElligott and Mayor LaGuardia, so that in an emergency they could aid the Police Department in such work as traffic control and other routine assignments. The Mayor denied that any Firemen would be transferred to the Police Department under any circumstances.

Efficiency

A new policy has been adopted in the Fire Department to increase the efficiency of classes at the Fire School. In the future at least one Deputy Chief and one Battalion Chief, when they are off duty, will visit the school to observe the work of companies from their respective division and battalion.

Any deficiency in the performance of the work at the school, handling tools, equipment, etc., will be noted. The Deputy and Battalion Chiefs will see that men are properly instructed and drilled in company and battalion drills.

Red Suspenders For Firemen

Firemen will still have to wear red suspenders, but the matter of teeth is no longer so important. At least



that's what the Buffalo Civil Service Commission has ruled, in connection

with the Fireman exam to be held next month.

Previously, a candidate had to show 20 natural teeth or he was rejected. This has just been changed to 24 teeth, artificial or natural. Only eight need be natural, four in each jaw.

Lieut. Promotion

The latest reports on the promotion exam for Fire Lieutenant are that the list will not be ready for at least three months. This was learned from an official of the examining division of the Municipal Civil Service Commission. According to him, the Commission has 179 tests in progress and "various factors" make it necessary for the examiners to rate the papers in tests which are needed the most. The Fire Lieutenant papers are three-fourths finished. But since the ratings started, the examiners have had to lay aside the papers repeatedly to take up other work. Back in July, one of the officials of the commission predicted that the eligible list for Fire Lieutenant would be ready around the 1st of September. Now it appears that not until January will final results be available.

Promotion Exam To Captain

The written exam for promotion to Captain (Fire Department) will be held at the George Washington High School, 192d St. and Audubon Ave., Saturday, October 26. The test is scheduled to begin at 9 a.m. Candidates have been advised to bring a rule which shows subdivisions in inches; they'll be permitted to use a slide rule on the exam, the Civil Service Commission has declared.

Captains Ass'n

The Fire Captains Association will hold an entertainment and dance on Friday, October 25, at the Hotel Astor.

Fire Square Club

The Fire Square Club will hold its annual entertainment and ball on Friday, October 25, at Manhattan Center.

Mental Hygiene Notes

By JOHN F. MONTGOMERY

Chapter, Chapter

When ASCSE president Charlie Brind delivered his annual report last Tuesday night in Albany, he was especially enthusiastic about the recent growth of chapters in the various institutions. Singled out were the chapters at Pilgrim State and Rockland State; each has been organized less than a year, yet boasts a membership of more than 1,000.

The other institutions with chapters are Albion State Training School, Central Islip State, Creedmoor State, Dannemora State, Hudson River State Hospital, Kings Park State, Leitchworth Village, Napanoch State Institute, Pilgrim State, Rockland State, Rome State School, Wassaic State School.

First Meeting

First bowling games of the season are scheduled for tonight by the Women's Bowling League at Wassaic State School. The girls meet each

Tuesday thereafter. The men launched their season last week... New staff members: Tom McGrath, Walter Frichette, Stewart Merritt... Resigned: Margaret Delaney.

Installation

New officers at Hudson River State were installed Wednesday night in the Amusement Hall. They're president, John Livingstone; vice-president, Louis I. Garrison; secretary, Edward F. Marra; acting treasurer, August Eitzen... First initials seem to be popular among the senior class officers at the School of Nursing: E. Gladys Sherman, president; T. Allen Delaney, vice-president; K. Christine Kuhlmann, secretary. The spell is broken by Helen C. Wroblewska, treasurer... Superintendent Ralph P. Folsom and horticulturist Don Holden were hosts to the Dutchess County Horticultural Society last Wednesday at the Hospital Greenhouse.



You and I

by May Andres Healy

May Andres Healy is granted the widest latitude in expressing her views. Her opinions do not necessarily represent the views of The Leader.

In the past, legislation affecting the schools and educational employees centered in Albany and occasionally in the City Council and Board of Estimate of the City of New York. Suddenly there appears in Washington a bill which definitely affects teachers' pensions.

Senator Robert F. Wagner has introduced the bill which will extend Social Security to teachers and all other civil employees.

You may say good—why not!

The theory of social security is to provide for those who reach retirement age with no means of income.

Teachers realized many years ago that they must help provide for the day of retirement. They therefore have an actuarially sound pension system to which they contribute each month. The City must, in accordance with the provisions of the law, pay its share for this pension.

The teachers' pensions, like the pensions for other civil employees, are paid in proportion to the salary received.

Bill Analyzed

What is this bill sponsored by Senator Wagner? He claims that we will receive additional income at retirement age by paying an additional 1 percent of our salary each month while the city pays 3 percent to the Federal Government as its share as employer.

How long do you think that the city will pay into our pension system and to a social security fund as well?

The most a person can get from social security is \$80 per month.

Social security provision is perfect for civil employees who have no pension system—BUT NOT FOR US!!

We have asked Mr. Wagner to amend his bill to exclude employees who now pay into a pension system. He has agreed to see a committee and discuss the amendment. I shall be glad to keep you informed of the progress of this proposed legislation. The bill is now in the hands of the Finance Committee of the Senate, and Mr. Wagner promises to do nothing about it until after election. In the meantime we intend to press for our amendment.

Of course, you realize that we have

a constitutional amendment in the State of New York protecting our pension rights. This provision was passed at the last Constitutional Convention and approved by the electorate of the State. However, constitutional amendments have been changed in the past, and we prefer to avoid such a fight by persuading Mr. Wagner to exclude us from the provisions of his bill.

More about this matter later.

BE SURE TO VOTE ELECTION DAY!!

Do not be just a TOP-OF-THE-TICKET voter.

Candidates for offices from the presidency down through candidates for the State Assembly are just as deserving of your vote. Remember that our democratic structure is just as strong as we voters care to make it. We should, therefore, exercise the same discretion in choosing candidates for these lesser offices.

The only way we can thus secure the strongest official family is to indicate by our votes who shall comprise each part of it.

Vote for the best candidates for State Senate and State Assembly!!

Medical Social Worker Lists Withheld

Certifications from the Medical Social Worker, Grade 2 (city-wide and departmental) lists will be withheld until promulgation of the Grade 3 list for the same position, the Municipal Civil Service Commission ruled this week. Certifications were originally intended to fill vacancies at \$1,800 and \$1,500 from the Grade 2 register.

Teacher-in-Training Exams

The Board of Examiners, in accordance with the request of the Superintendent of Schools, announces examinations for licenses as teacher-in-training in day high schools in the City of New York, in the following subjects and according to the following program:

Note: M means that the examination is open to men; W, that it is open to women. After each subject, there is indicated the committee in charge of the examination, and a figure which indicates the approximate number of vacancies arising in the subject each year.

General Subjects

Economics and Economic Geography, M. & W. (Soc. St.) 16
English, M. & W. (Eng.) 56
History and Civics, M. & W. (Soc. Sci.) 44

Special Subjects

Fine Arts, M. & W. (Art & Draw.) 25

Note: Examinations will also be given in accounting and business practice and in stenography and typewriting (both Gregg and Pitman).

Program

October 9, 1940 (Wednesday) and November 6, 1940 (Wednesday): First and last dates for the receipt of applications. An application form may be obtained at this office or will be sent upon written request, accompanied by a large self-addressed, stamped envelope.

All applications, if presented in person, must be filed before 4:30 p.m. on week-days or before 12 M. on Saturdays. No application presented in person (or, if mailed, post-marked) after November 6, 1940, will be accepted. All applications must be sworn to and accompanied by the required fee. Mailed applications should be addressed to the Board of Examiners.

Assignments to teacher-in-training positions are made from lists on which the names of successful applicants are arranged in the order of their standing in the examination. If two or more applicants receive the same standing, placement on the list will be determined by the date upon which the application to enter the examination was received.

November 18, 1940: Date by which applicants will receive notice of admission to the written examination. Applicants who do not receive notice by November 18, 1940, are advised to communicate at once with the appropriate committee chairman.

November and December: Examinations will be held at times and places to be specified in the admission notice. Applicants who arrive late may be excluded. Applicants should bring pen and black or blue-

black ink, preferably in the form of a fountain pen.

February 3, 1941: Date by which applicants in this examination must meet the eligibility requirements.

Applicants may on separate forms apply in more than one subject if they are qualified. So far as possible, tests will be scheduled so as to avoid conflicts in the applicants' examination programs.

N. B.—The Board of Examiners will, in the case of all or some of the subjects therein announced, conduct the exam for the teacher-in-training licenses concurrently with the examinations for regular licenses to teach in day high schools and in junior high schools, i.e., the written test may be the same, in whole or in part, for all said licenses, and a similar policy may be followed with respect to interview tests and performance tests. However, the standards and passing conditions may be appropriately different for the several grades of licenses involved. Persons interested in obtaining more than one of the licenses referred to must file a separate application for each license, each application being accompanied by the appropriate fee, as indicated in the respective examination announcements. No applicant will be permitted to make a change in the license applied for or to file an additional application after November 6, 1940.

Fees

Each application in this examination must be accompanied by a fee of \$2.00. Applicants are requested to make payment either by check or money order payable to the Board of Examiners. A self-addressed stamped envelope must accompany the remittance if a receipt for such remittance is desired. Under no circumstances should cash be sent through the mail. No fees will be refunded

to applicants who take the examination or who do not report for it or who withdraw from it or who are found to be ineligible. The exact amount of the fee must be tendered.

Nature of Position

Duties: Teachers-in-training, as the name indicates, are beginning teachers who spend part of their time teaching under supervision and part of their time observing experienced teachers at work in the classroom.

Compensation: The compensation is \$4.50 per day of actual service.

Tenure: Teachers-in-training are ordinarily assigned to teacher-in-training vacancies for a period of one year without tenure rights. Under present regulations, at the close of 120 days of the required year (160 days) of satisfactory teaching of the subject in which they have been licensed, they may apply for a license as substitute teacher of that subject in day high schools, provided they are eligible for said substitute license (see below). The substitute license is thereupon granted after an examination of record and after such additional examination as the Board of Examiners deems necessary. Satisfactory experience under either license counts toward eligibility for regular license as teacher in a day high school.

Basic Qualifications

Age Limits: Applicants must be at least 18 years of age by February 3, 1941, and less than 31 years of age on October 9, 1940. Applicants will be required, before being licensed, to furnish documentary proof of the exact date of birth, unless such proof has been previously filed.

Eligibility Requirements: An applicant in this examination must, by February 3, 1941, be eligible under the following requirements:

For General Subjects

A baccalaureate degree (or equivalent preparation) with 18 semester hours* in appropriate courses in the

Future Requirements for Subs

The grant of substitute license will be withheld in the case of any applicant for that license who, having been licensed as a result of this examination and having served as teacher-in-training, does not, at the time of application for the substitute license, meet the requirements for a license as substitute in the day high schools.

These requirements will be 36 semester hours in general subjects and 42 in special subjects and courses in education as follows:

12 semester hours of appropriate courses* including at least one course (2 semester hours) in each of the following:

1. History or principles or philoso-

phy or general problems of education.

2. Adolescent development or educational psychology.

3. Methods of teaching in secondary schools (either general or special) or educational measurements (including measurements applied to secondary education).

4. Special methods of teaching the applicant's subject in secondary schools. (This implies a second course or 2 additional semester hours if a course in special methods of teaching the subject is offered under 3.)

*A total of 18 semester hours, including also a 6 semester-hour course in supervised observation and practice teaching is required of applicants for substitute licenses to teach in day high schools who have not had a year (160 days) of teaching experience (as teacher-in-training or otherwise).

Licensing Committees

The following list shows which examiners are the chairmen of the several license committees:

Committee on Art & Drawing Licenses, Mr. William J. McGrath, Chairman.

Committee on Commercial Licenses, Mr. Henry Levy, Chairman.

Committee on English Licenses, Mr. William J. McGrath, Chairman.

Committee on Music Licenses, Mr. William A. Hannig, Chairman.

Committee on Social Studies Licenses, Mr. William A. Hannig, Chairman.

Important Warning

The Board of Examiners will put forth every effort to promulgate the lists resulting from these examinations before October 9, 1941. If action on an applicant's case is held up by difficulty or delay in establishing eligibility or satisfactoriness of record, by appeals or petitions requiring reconsideration, by requests for the deferment of personal tests, by failure to pass the physical and medical examination in the first instance, or by similar delaying causes, the name of such applicant, if he is finally successful in obtaining a license, may not appear on the list as originally promulgated, but will be included in a supplementary certification and interpolated in its proper order of standing on the eligible list as it stands at the time at which the supplementary certification is made. Applicants are warned, however, that all tests must be completed by August 9, 1941, unless the cause for delay, if any, rests with the Board of Examiners.

24 hours of the day at all borough offices. Such notification should be given on every day an employee is absent without leave.

Compliance with the foregoing procedure does not constitute authorization to take leave. All absences will be considered as being without leave until the employee has applied for leave on official form of the department through his immediate superior not later than the fifth day after absence commenced. No application received by the Borough Director later than five days after an employee was first absent will be approved. If application for leave is denied the employee will be subjected to disciplinary action.

Employees must submit evidence satisfactory to their Borough Director justifying their absence before they can return to work. A satisfactory doctor's certificate or other documentary evidence must accompany an application for leave of more than three days. Such documentary evidence must give a conclusive statement as to the employee's condition, and an estimate of the probable duration of his incapacity.

Each employee should keep the Borough Clerk advised of the address where he can be reached by mail, telegraph or telephone.

Blueprinters Remain

Provisional Blueprinters in the Department of Parks will remain on the payroll until a Civil Service list for the position is prepared, the Municipal Civil Service Commission ruled this week.

(Address all communications to this column in care of THE LEADER.)

PARK TOPICS

B. R. MEEHAN

Smoking

The enigma of whether smoking is permitted or prohibited while on duty has finally been answered in a general order recently issued. Employees in uniform are permitted to smoke while on duty only in the performance of physical labor. Employees have been instructed not to smoke when assigned to duty at ceremonial occasions such as parades, openings, etc., dances on park property; as life guards; or when addressing the public or his superiors; or when issuing a summons.

Odds 'n' Ends

George W. Griffin top-notch number one on Ass't Gard, exam of May, 1938 made 74th place on the recent promotion park foreman exam... Joseph Downing after many years of ginking at Central Park made 15th place on same list... Have Louis Grasso relate his story of two bits and two pies... After a long persistent struggle Charles Liotta was successful in having the C. S. Comm. use the Climber and Pruner list for appropriate labor jobs... Temporary appointments will be made to fill vacancies of permanent city employees when drafted into service. A leave of absence being granted to those regular employees who are called to service... Things I like about people: the helpfulness of Mary Meehan (Arsenal)... smile of foreman Dan Daly... the kindness to animals of Andy Heeagle... the

Santa Claus appearance of Charlie Saunders... the patience of Sam Ackerman at assignment time in the basement of Arsenal Bldg... the military walk of supervisor Sam White.

Leave of Absence

While ensuing weeks of variable weather ahead, employees will find themselves unable to report to work as scheduled because of sickness and other contingencies which will arise beyond their control. Mr. Latham in a general memorandum issued some time ago outlined the proper procedure to employ when such conditions develop where the employee must absent himself from duty.

In content it stated: Employees unable to report for duty on schedule should notify the headquarters clerk of the borough in which they are assigned of such inability. When reporting absence in this manner, the employee should give name, badge number, location of assignment, name of foreman or immediate superior, and reason for absence.

Such notification should be given not less than one hour prior to the time of assignment, in order that arrangements can be made for coverage of post. When necessary to report absences outside of regular hours, notification should be given to the responsible person on duty in the borough office. Telephone service is maintained throughout the

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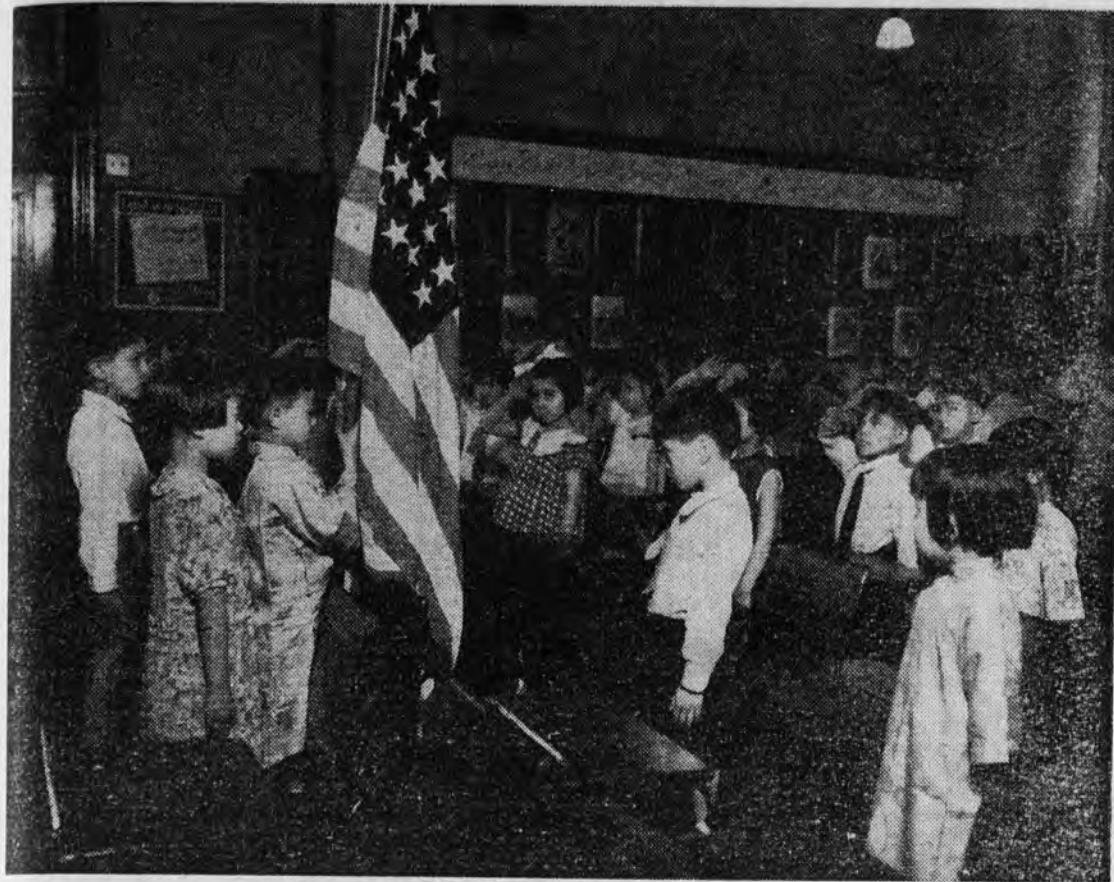
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Applications are acted upon without delay.
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The discount rate is 4½% per annum. Life insurance costs only 50 cents per \$100.
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Loans of from \$60 to \$3500
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DEMOCRACY IN THE SCHOOLS OF NEW YORK

subject. These courses may be undergraduate, graduate, or extension courses. Information as to the required distribution of courses in each of the general subjects is contained in a leaflet available on request.

*In examinations announced after September 1, 1941, 30 semester hours will be required.

For Special Subjects

A baccalaureate degree (or equivalent preparation) with 36 semester hours in appropriate courses in the subject. These courses may be undergraduate, graduate, or extension courses. For each special subject there is an approved distribution of courses in the subject, which the applicant's studies are expected to approximate closely. Information as to this distribution is contained in a leaflet available on request.

Scope of Examination

The examination may include:

- A short-answer written test on subject matter;
- An essay-type written test on subject matter, in which a satisfactory standard of attainment in written English will also be required;
- An interview test, to ascertain the applicant's fitness with respect to certain factors of personality (appearance, bearing, manner, animation, poise, etc.), and his use of oral English. Oral English includes reading ability, correct and fluent speech, enunciation and pronunciation, and voice.
- A performance test, in the case of applicants in special subjects.
- An appraisal of the applicant's record as student, as employee in any capacity, and as a citizen, including the applicant's conduct during the examination; such record must be non-competitively adjudged as satisfactory as of February 1, 1941, but reports and records bearing on the conduct and character of an applicant during any period may be considered.

- A physical and medical examination, conducted by one of the physicians employed by the Board of Education. Applicants must, if the examining physician so recommends, be vaccinated. Only certificates showing that the applicant has been vaccinated within the past five years, or certificates showing immunity after two recent vaccinations are acceptable in lieu of new vaccinations. All applicants must pass an X-ray chest examination conducted by the New York City Board of Health.

Persons lacking normal use of arms or legs, or persons with serious loss of vision or of hearing or with organic speech defects or other physical disabilities, such as diminutive stature, excessive deviation from normal weight, or marked spinal curvature, are advised to send for the circular entitled "Health Standards for Teachers."

So far as may be possible, applicants residing at a distance of more than 100 miles from New York City may arrange in advance by correspondence to have their interview test, performance test (where re-

quired), and physical and medical examination given on or very near the date of their written test.

Examinations for License to Teach Commercial Subjects in Day High Schools

Accounting and Business Practice, Pitman Stenography and Typewriting, Gregg Stenography and Typewriting, Merchandising and Salesmanship.

No applications presented in person or (if mailed) postmarked later than November 6, 1940, will be accepted. If presented in person, applications must be filed before 4:30 p.m. on week days or before 12 m. on Saturdays.

November 20, 1940: Date by which applicants will receive notice of admission to the written examination. Applicants who do not receive a notice by November 20, 1940, are advised to communicate at once with the chairman of the committee.

November and December, 1940: Written examinations, the date, time, and place of which will be specified in the notice of admission. Applicants should bring pen, preferably a fountain pen, and black or blue-black ink.

Fees

Each application must be accompanied by a fee of \$4.25.

Qualifications

Age: 20 to 40.
Preparation: Applicants must meet all requirements as to preparation stated hereinafter by February 3, 1941.

Education: A baccalaureate degree (or equivalent preparation) and in addition 15 semester hours in approved graduate or undergraduate courses. The preparation shall include (or be supplemented by) undergraduate or graduate courses as follows:

12 semester hours in appropriate courses in the following fields, including one course (at least 2 semester hours) in each of such fields: History, philosophy, principles or problems of education; adolescent development or educational psychology; methods of teaching or educational measurements; methods of teaching the subject; and 42 semester hours in approved courses related to the subject.

Experience: Teaching and business experience are required, as follows:

- One year of teaching the subject in grades above 8B or in college; or two years of teaching the subject in schools; or five years of teaching;
- One year of approved and appropriate commercial experience.

Scope of Examination

The examination may include all or several of the following:

A short-answer written test on subject matter.

An essay-type written test on subject matter and on secondary school teaching.

A minimum grade may be required in each test and in each major part of such test. Applicants who fail to reach this minimum may be debarred from later tests. The Board of Examiners, moreover, may fix a pass mark for the examination as a whole, and applicants may be denied license if they fail to achieve this pass mark even if they have met the minimum requirement in each of the tests.

A. The written test for license in accounting and business practice will include a test in (a) accounting and business practice (b) commercial law and (c) commercial arithmetic. The written test will cover subject matter and methods of teaching.

B. The written test for license

in Pitman or Gregg stenography and typewriting will cover (a) business practice and procedure (b) English including spelling, grammar, composition, rhetoric and vocabulary (c) the principles and practice of typewriting and of the respective systems of stenography and (d) methods of teaching stenography, typewriting, and secretarial practice.

C. The written test for license as teacher of merchandising and salesmanship will cover (a) theory and practice with underlying psychology in the fields of wholesale, specialty, and retail selling as well as general business information, including elementary law and bookkeeping (b) the functions, organization and practices of distribution agencies as well as applied arithmetic; and (c) the goods of commerce, including processes, elementary textile chemistry, and applied art. The written test will also cover methods of teaching the subject.

Personal tests subsequent to the written test, which include the following:

A. An interview test to ascertain the applicant's fitness with respect to personality, use of oral English, general culture, and ability to discuss intelligently problems relating to his subject or the teaching of his subject.

B. A teaching test for a full period in a New York City high school.

C. For applicants for license to teach stenography and typewriting, a performance test to determine the personal skill of the applicant in dictation, transcription and mimeographing. In shorthand there will be required the ability to write for a period of five minutes business letter material, syllabic intensity 14, dictated at the rate of 100 words a minute. In typing, there will be required (a) ability to transcribe in 20 minutes in legible form the shorthand notes, the transcript to be not less than 90 percent accurate and (b) ability to typewrite business papers, such as tabulation, etc.

For applicants for license to teach merchandising and salesmanship, a performance test to determine the applicant's familiarity with the goods of commerce.

D. A physical and medical examination conducted by a physician employed by the Board of Education. Applicants must, if the examining physician so recommends, be vaccinated. Only certificates showing that the applicant has been vaccinated within the past five years, or certificates showing immunity after two recent vaccinations are acceptable in lieu of new vaccination. All applicants must pass an X-ray chest examination conducted by the New York City Board of Health.

An evaluation of the applicant's record.

Examinations for License as Teacher in Junior High Schools

M indicates that the examination is open to men; W to Women.

General Subjects

English, Men and Women (Eng.).

Special Subjects

Fine Arts, M & W (Art. & Dr.).
Home Economics (Clothing and Household Fabrics) W (Home, Ec.).
Home Economics (Food and Household Care) W (Home Ec.).
Music, M & W (Mu.).

No applications presented in person or (if mailed) postmarked later than November 6, 1940, will be accepted.

November 18, 1940: Date by which applicants will receive notice of admission to the written examination. Applicants who do not receive a notice by November 18, 1940, are advised to communicate at once with the chairman of the appropriate committee.

November and December, 1940: Written examinations, the date, time, and place of which applicants will be informed in their notices of admission. Applicants are required to come provided with a pen, preferably a fountain-pen, and black or blue-black ink. Applicants who arrive late may be excluded.

Fee: \$4.

Qualifications

Age: 20 to 41.

Experience: All applicants must have the required teaching experience, as set forth below, by February 3, 1941.

General Subjects

(a) One year of teaching in grades above 6B; or

(b) Three years of teaching in elementary schools, at least one of which shall have been in grades above 4B; or

(c) Five years of teaching in elementary schools.

Special Subjects

(a) One year of teaching the subject in grades above 6B; or

(b) Three years of teaching in elementary and/or secondary schools at least one of which shall have been in grades above 4B; or

(c) Five years of teaching.

Preparation: Applicants must meet the basic requirements as to preparation stated hereinafter by February 3, 1941; but all applicants in a general subject (English) licensed as a result of this examination must meet a supplementary requirement, also stated hereinafter, not later than September 1, 1943. If such persons fail to meet the additional preparation requirement by the time specified, their licenses will lapse and appointments made under such licenses will accordingly be rescinded.

General Subjects

(Basic Requirements)

A baccalaureate degree (or equivalent preparation), and in addition, 15 semester hours in approved graduate courses; said preparation shall include (or be supplemented by) undergraduate or graduate courses as follows:

12 semester hours in appropriate courses in the following fields (6 of which shall pertain to junior high school work), including one course (at least 2 semester hours) in each of such fields: History, philosophy, principles, and/or problems of education; adolescent development or educational psychology; methods of teaching or educational measurements; special methods of teaching the subject; and 18 semester hours in approved courses related to the subject.

(Supplementary Requirement)

12 additional semester hours in approved courses related to the subject to be completed not later than September 1, 1943.

Special Subjects

A baccalaureate degree (or equivalent preparation), and in addition 15 semester hours in approved courses; said preparation shall include (or be supplemented by) undergraduate or subsequent courses as follows:

12 semester hours in appropriate courses in the following fields (6 of which shall pertain to junior high school work), including one course (at least 2 semester hours) in each of such fields: history, philosophy, principles and/or problems of education; adolescent development or educational psychology; methods of teaching or educational measurements; special methods of teaching the subject; 36 semester hours in approved courses related to the subject.

Substitution: An applicant in a special subject may offer, in lieu of the 15 semester hours required herein under preparation, one year of approved and appropriate occupational experience, but the specific course requirements under (a) and (b) must in any case be met.

Scope of Examination

The examination may include all or several of the following:

(a) A short-answer written test on subject matter;

(b) An essay-type written test on subject matter and on junior high school teaching, in which a satisfactory standard of attainment in written English will also be required;

(c) An interview test, to ascertain the applicant's fitness with respect to certain factors of personality (appearance, bearing, manners, animation, poise, etc.); his ability to discuss intelligently problems relating to his subject or the teaching of his subject; and his use of oral English (oral reading, speech, enunciation and pronunciation, and voice);

(d) A performance test, in the case of applicants in fine arts and crafts, home economics, and music;

(e) A teaching test, required of all applicants, in a class above the sixth year to ascertain the applicant's skill in teaching; his knowledge of instructional material, his manner and bearing toward pupils, and his use of English in the classroom;

(f) An appraisal of the applicant's record, as a student, as a teacher, or as an employee in any other occupation in which he may have engaged; such record must be non-competitively adjudged as satisfactory as of February 3, 1941; but reports and records bearing on the conduct and character of an applicant during any period may be considered. The records of all candidates adjudged "satisfactory" will thereafter be evaluated competitively, if they have passed all other parts of the examination. Due consideration will be given to substitute service in the weighting of record.

Examinations for Licenses as Teacher-in-Training in Commercial Subjects in Day High Schools

Subject

Accounting and Business Practice; men and women, 19.

Gregg Stenography and Typewriting, men and women, 6.

Pitman Stenography and Typewriting, men and women, 15.

The figures after each subject

(Continued on Page 17)

Tenure Hangs Fire

While the Board of Superintendents broods over an interpretation of the Jarema law, the permanent tenure of some 500 New York teachers hangs fire. By the provisions of the Jarema law, new teachers will substitute experience for credit up to two years toward permanent appointment and tenure. Hitherto, teachers were granted credit toward tenure for one, two, three, or four terms of substitute teaching. Recently, the Board of Superintendents decided to grant credit only for two full years, or four terms, of experience.

The Board of Education has voted against this strict interpretation of the law, as have some members of the Board of Superintendents. But the majority of the latter body still wants to follow a rigid policy.

Meantime, applications from some 500 teachers who want credit for less than two years of substitute experience have piled up. They'll be held in abeyance until the Board of Superintendents formally adopts its policy on an interpretation of the Jarema law.

Union Won't Part With Member List

Badgered and buffeted for years, New York's famed Local 5 of the Teachers Union last week faced another threat: a subpoena that it turn over its membership list to a New York State committee investigating subversive activities in the schools.

One thing that unions consider sacred is their membership list. So, when counsel Paul Windley of the Couderc Committee requested the list, President Charles J. Hendley of the Union, indignantly refused. And throughout the city, teachers—both in and out of the union—seethed at what they consider an invasion of their rights to join labor organizations and to have their membership unrevealed to hostile eyes. Professor George S. Counts, President of the American Federation of Teachers, who has had tiffs with the union, nevertheless came to their aid on this issue. Exploded Counts:

"If the membership list of a teachers union can be opened, the time may not be far distant when the membership lists of other unions will be similarly opened. It is the beginning of a road which may lead to government control of all unions and the end of the free labor movement in America."

Agreeing with Professor Counts were: Thomas J. Lyons, A.F.L.; Matthew Woll, A.F.L.; Joseph Curran, C.I.O.

The Couderc Committee has cited Dr. Hendley for contempt. Now the courts get the issue.

Anything you want to know about Civil Service? Come in and inquire of the Civil Service Leader's

FREE Information Bureau

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Question, Please?

by H. ELIOT KAPLAN

CONTRIBUTING EDITOR

This Department of Information is conducted as a free LEADER service for Civil Service employees, for eligibles, for all who desire to enter the Service. Address your questions to Question, Please?, The Civil Service Leader, 97 Duane Street, New York City. If space does not allow printing your answer, you will receive a reply by mail. Therefore, state your name and address. Questions for this column receive thorough analysis by a well-known Civil Service authority.

Getting the Final Rating

B. B.: In order to determine the final rating of the candidates in a civil service examination, the experience and training as revealed by the statements on the application blank are rated competitively, and the mark thus obtained is averaged with the rating in the written examination. The candidates are not rated on the written examination alone.

Vet Preference

B. Y.: A man who has an honorable discharge from the army for World War service, although he never got beyond a training camp, is considered a war veteran. In New York, however, preference is given only to disabled veterans in appointments and promotions.

Special Exam

W. F. B.: There is no way in which the Civil Service Commission can be compelled to give you a special examination after the regular examination has been held, because you did not receive your notice and card of admission until after the exam was completed. Although you explained that the notice was held up for some unknown reason by the post office, there is nothing to show that you didn't get the card and simply mislaid it or forgot to appear on time. If the Commission will not accept your explanation, you cannot force them to do so.

Exhausting Eligible Lists

N. B.: Ordinarily an eligible list which hasn't been exhausted is not terminated until the new list for the same position is promulgated. You cannot expect to receive word of your rating, even in an unassembled examination, within only three weeks of the filing of application. It may take several months to rate the experience of the contestants.

Grade 2 to Grade 1

R. F.: If you accept a Grade 1 position from the Grade 2 list, your name will remain on the latter. I suggest you notify the Civil Service Commission of your qualifications for any other positions for

Budget Group Suggests Aid to Draftees

Payment of two months' salary, retention of jobs and pension credits, in addition to the existing legal protection of seniority status, right to promotion examinations and standing on eligible lists, was recommended for city employees drafted for military service by the Citizens Budget Commission, Inc., yesterday (Monday). A State law to permit the salary payments also was suggested.

The Commission made its recommendations in an open letter to the Mayor's Advisory Committee on the subject of drafted civil employees. The three members of the committee are Comptroller Joseph D. McGoldrick; Newbold Morris, President of the Council, and Borough President George U. Harvey, of Queens.

Draft and Salaries

(Continued from Page 6)
complete understatement, do we have the crux of the problem.

This memo clearly points out that the State may be obliged to foot a greater salary bill during the next few years for two reasons: 1) it may pay the difference between military and civil pay to employees at camp; and 2) it may pay additional salaries to temporary employees taking the place of such employees. And it must be remembered that temporary employees, because they are unfamiliar with the work and it takes time to train them, are rarely as economical as permanent workers.

More Dollars, Cents

Even if this program were already a definite commitment on the part of the Legislature through legislative leaders, it would still be impossible now to judge exactly what it means in terms of additional dol-

lars and cents. Hundreds of employees may be deferred, hundreds of jobs may go vacant. But it is clear that millions are involved, and that there will be more than one shaking of a legislative head before such a program is enacted.

Vacations

J. L.: Whether or not a city employee who has been transferred from one department to another is entitled to vacation, is an administrative matter wholly within the department's jurisdiction.

No Vet Preference In Promotions

M. H.: The U. S. Civil Service Commission has ruled that veteran preference applies only in original entrance examinations, not in promotion examinations. Furthermore, an act of July 11, 1919, 41 Stat. 37, also provides that preference be given in "making appointments" and is held not to apply in promotion tests or other noncompetitive tests, except those held for original entrance.

Getting Back Into Service

H. J. S. and J. C.: A person who resigns from the service may be reinstated to his old position or a similar position if he applies for reinstatement within a year, provided the department head wants to take him back. He is not required to do so. If more than a year has elapsed before one makes application for reinstatement, a new examination is the only method of re-entering the service.

Family of Workers

J. L.: The federal government will not appoint a third member of a family to a classified position if there are already two members in the service; but "family" is interpreted to mean persons closely related and living in the same household. Where several brothers or sisters have established homes of their own, they are no longer considered members of the same family within the meaning of this rule.

Wrong Age

Worried: Since apparently you added only a year or two to your real age when you entered the federal service 15 years ago, and the mistake has never been questioned in all that time, it is likely it never will be. If you were entering the service now, I would advise you to write to the Civil Service Commission and ask them to make the correction as to your age in their records, but since the error occurred so long ago I think no good purpose would be served in bringing it up. I cannot tell just what the penalty would be if you did decide to notify the Commission of the error, but doubt whether it would be removal after such a long lapse of time. Possibly you would be suspended without pay for a certain period.

Honest Mistake In Age

J. P.: If you made an honest mistake in your age on your application blank, write the Municipal Civil Service Commission and explain the circumstances. You will be notified if additional proof of your age is required.

High School Courses

L. T.: I cannot give a categorical answer to your question whether high school courses in bookkeeping or accounting are acceptable when completion of such a course is required for entering a civil service examination. It depends on the particular examination in each case, and the appropriate Civil Service Commission is the only safe source of information. I am sorry that in this column we cannot answer questions about duties, education requirements, etc., of various positions. I suggest that you consult the announcements of the examinations which have been held in the past for these positions in the Municipal Reference Library.

Time Off

R. F.: In the federal Civil Service, employees who take time off for religious observances have that time deducted from their annual leave. In the state and city services, it is the general practice to excuse employees without loss of pay. In institutions where employees do not work on a regular Monday-to-Saturday work-week, but where the needs of the service require that they be given some other day off than Saturday or Sunday, it is not always possible to permit all Jewish employees to absent themselves from work on a Jewish holiday. In this case, however, it is the practice to give them some other day off as a substitute for the holiday when they were required to be on duty. The best interests of the service are always the first consideration in all such matters, of course.

Disabled Vets

M. E.: In the civil service disabled veterans have 10 points added to their earned ratings in an examination and go to the top of the eligible list. In the state and city service, they go to the top of the list, but have no additional credits added to their rating. They must furnish an official statement from the Veterans' Administration or from the official records of the War or Navy Department substantiating claim of service-connected disability.

New Statement To Commission

J. R.: If you notified the U. S. Civil Service Commission when you filed your application that you would accept appointment only in one section of the country and at a certain salary, and now wish to be certified for appointment anywhere and at any salary, all you have to do is to write the Commission and tell them so. They will substitute your new statements for those you made in your application.

Resignation

A. F. K.: If you resigned your position, there is no way in which your name can be restored to the eligible list.

No Preference For Vet's Wife

Mrs. M. G.: The wife of a disabled war veteran is not entitled to preference in a state examination. In a federal examination, she is entitled to have 10 points added to her rating if her husband is disqualified for appointment because of physical disability. She is given this preference, however, only if her husband's disability makes it impossible for him to compete in examinations for positions in line with the occupations by which he has been accustomed to earn a livelihood. If the veteran himself is eligible to compete in examinations in spite of his disability, his wife is not entitled to preference.

More Opportunity In U.S. Service

M. L. and J. A.: Probably the federal Civil Service offers more opportunities to persons who lack a high school education or business experience, or both, than do the state and city services. Generally the federal requirements for clerical and stenographic positions are less stiff than the state or city requirements. Since entrance re-

quirements vary so greatly, the only wise thing to do is to watch for them and read each announcement carefully, but generally speaking, positions for which a person who has not a high school diploma or not much business experience can qualify are: typist, stenographer, clerk, business machine operator, institution attendant, telephone operator, file clerk.

Importance of Residence

E. V.: In federal examinations, residence is important for two reasons: In making certification to positions in Washington, D. C., the apportionment rule is observed, whereby each state is assigned a certain quota of federal positions in accordance with its population. In the field service preference in certification is given to residents of the state or district where the position is located.

Nassau County Tests

Nassau County's Civil Service Commission has opened filing for an unwritten test for Horticulturist in the Public Works Department. A \$2 filing fee is charged for the job, which pays \$2,400-\$3,000. The deadline for applications is November 12. Nine written tests will be held by the Nassau County Commission on Saturday, November 16, probably at Floral Park. The titles are Accident and Compensation Claims Investigator; Administrative Officer, Department of Health; Auditor; Analytical Chemist; Fireman, Public Works Department; Index Clerk; License Clerk; Public Welfare Physician; Stenographer; Tissue Technician.

U.S. Commission Streamlines Work

The U. S. Civil Service Commission in Washington, overwhelmed by the enormous increase in its work, has reorganized its application division to work on a 24-hour-a-day basis. Some 50 employees are on night shift. The indexing of applications has been speeded up since the reorganization. This means that men and women who have applied for federal exams, and have heard nothing from the Commission, may expect action in the near future.

This column is offered to readers who have legitimate complaints to make about their jobs, salaries, working conditions, etc. Only initials are used with letters.



complaint corner

Against 12-Hour Day

Sirs: You will have the thanks of the entire I. R. T. watchmen's department if these following lines are given space in your complaint corner. It seems there is a discrimination against the watchmen of the I. R. T. division. Some three months ago the city of New York took over the Interborough Rapid Transit Company. Soon after, men working 7 days a week were placed on 6 days a week without the loss of pay.

Yet, a full three months has gone by, and still there is no changes in the watchman's department in regards to better working hours and better conditions. There was a rumor going around we would be on 8 hours by September 1. But, like every other rumor we have heard in the past, it is gone with the wind. There are no other departments on the city payroll working 12 hours a day. So, why does this condition exist, with the watchmen of the I. R. T. division? Is there no justice for this department?

We watchmen like to live like human beings again, but under these conditions, it can not be done. There is only one way we can go back to the American way of living—by the city giving us an 8-hour day.

WATCHMAN, I. R. T. DIVISION.

Heart Disease

H. H.: Organic heart disease not fully compensated is ground for disqualification for a civil service position. Whether or not a person with a slight heart murmur would be accepted depends on the findings of the Civil Service Commission's medical examiner as to the seriousness of his disability.

Medical Exam

I. M.: It is impossible to say whether you will be accepted in a second medical examination. It is entirely up to the Civil Service Commission, acting on the recommendation of the medical examiner.

Laid Off—Not Entitled to Compensation

A. Z.: A person who was in the employ of the city and was laid off is not entitled to unemployment compensation.

Civil Service Officials To Discuss Health Plan

Officials of a large number of Civil Service employee organizations will meet on Saturday, October 26, for a luncheon to hear a description of the program of the Associated Health Foundation. Among those who will attend the luncheon are: Paul J. Kern, Service Commission; Wallace S. Sayre, member of the Commission; president of the Municipal Civil Joseph J. Burkard, president of the Patrolmen's Benevolent Association; Edward M. Hefferman, president of the Association of Attaches of the Supreme Court; Richard J. Walsh, secretary of the Correction Officers Benevolent Association; Jacob L. Goldberg, president of the Association of Store Service Employees, and Assemblyman Robert F. Wagner, Jr.

The luncheon has been arranged by Burnett Murphey, Managing Editor of The Leader, to familiarize Civil Service employees with the health facilities available through membership in the Associated Health Foundation. The Foundation is a non-profit organization operating under legislation recently adopted by the State.

Buy The LEADER every Tuesday

Take Promotion Exam—Get Demoted

Sirs: I should like to call your attention to a gross injustice to the eligibles on the Stock Assistant promotion list in the Department of Hospitals.

Two years ago Clerk, Grade 1, city employees, making \$1,080 a year took the promotion exam to Stock Assistant, with an advertised entrance salary of \$1,200.

The list was established about six months ago. However, the Hospital Dept. has not made a permanent appointment. Instead, they're making certifications at \$1,014—temporary work.

In other words, if a Clerk, Grade 1, with a salary of \$1,080 accepts this "promotion" position, he loses \$66 from his salary, instead of a raise of \$120, and has a temporary job in the Department of Hospitals instead of a permanent status with the city, because he has to resign from his other job. After the temporary time is up, he is out of two jobs, just another eligible on a list.

In other words, the Clerks who took this "promotion" exam are demoted. Can't something be done about this situation?

STOCK ASSISTANT ELIGIBLE.

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Examination Requirements

City Tests

ATTENTION: ALL WHO PLAN TO TAKE THE COMING FIREMAN EXAM!

The Leader has prepared a special pamphlet to help in preparing for the coming fireman exam. To obtain a copy of this excellent training material, enclose only 10c to cover cost of handling, and send to Box 100, Civil Service Leader, 97 Duane Street, New York City.

Junior Engineer (Mechanical), Grade 3 (competitive)

The eligible list will be used for Mechanical Draftsman, Grade 3; Junior Mechanical Draftsman, Grade 3; Mechanical Draftsman

(Heating and Ventilating), Grade 3; Junior Mechanical Draftsman (Heating and Ventilating), Grade 3; Mechanical Draftsman (Sanitary), Grade 3; Junior Mechanical Draftsman (Sanitary), Grade 3. Salary: \$2,160 to \$3,120. Fee, \$2. File by November 26.

Requirements
An engineering degree received by June, 1941; or graduation from a four year day high school and eight years' satisfactory practical experience in mechanical engineering; or a satisfactory equivalent. General knowledge of the fundamental principles of mechanical engineering, of physics and mathematics, and of the ordinary sources of mechanical engineering information.

Weights
Written, 80; training, experience and personal qualifications, 20.

State Tests

Junior Library Asst.

Seven immediate vacancies in Niagara Falls, one in New Rochelle. Future appointments will be made in Syracuse, New Rochelle, and Niagara Falls. (Salary, \$1,200-\$1,500; appointment may be made at less than minimum.) Fee, \$1. File by October 26. Exam November 16. College transcript required.

Duties

Assist at the circulation desk or act as general assistant in a branch library; under supervision, do routine library work involving the application of prescribed procedures based on modern library methods and techniques, such as to assist in reference and bibliographical work; to assist in classifying and cataloging books, periodicals, maps, prints, documents, and other library material; to assist in the organization and direction of loan work; to be responsible for the proper care and repair of books and the specifications for their binding and re-binding; to assist in book selection and book buying; related work.

Requirements

Either a) graduation from college, including or supplemented by a course in library science of one year; or b) a satisfactory equivalent. Candidates must have a knowledge of library science and modern library methods and procedures. Candidates must have obtained, or be eligible to obtain, a New York State Personnel Grade I Library certificate or higher.

Weights

Written, 5; education, library training, and experience, 5.

Senior Library Asst.

Five immediate vacancies in Niagara Falls. (Salary \$1,500-\$1,800; appointment may be made at less than minimum.) Fee, \$1. File by October 26. Exam November 16. College transcript required.

Duties

Assume responsibility for the supervision of work pertaining to

routine library tasks; do routine library work involving the application of prescribed procedures based on modern library methods and techniques; assume responsibility for the more difficult and technical library processes such as cataloging, classification, book selection, and service to readers; related work.

Requirements

Either a) two years professional library experience and graduation from college, including or supplemented by one year training in a library school; or b) a satisfactory equivalent. Candidates must have a knowledge of library science and modern library methods and procedures. Candidates must have obtained, or be eligible to obtain, a New York State Personnel Grade II Library certificate or higher.

Weights

Written, 4; education, library training, and experience, 6.

Senior Librarian

Vacancy as Assistant Librarian in Yonkers. (Salary \$2,100 and over.) Fee, \$2. File by October 26. Exam November 16.

Duties

Under direction have charge of the management of a library and its correlated activities; or act as assistant librarian in a large municipal library; or have responsibility for the administration of a large branch library or of a bureau in a large library; or act as specialist in a difficult field of bibliography, reference, or other specialized department; related work.

Requirements

Either a) four years library experience, one year of which should have included supervisory experience of from three to five assistants, and graduation from college, supplemented by one year training in a library school; or b) a satisfactory equivalent. Candidates must have a thorough knowledge of modern library science and administration. They must have a wide knowledge of sources of library materials. Can-

Test for Binders

A Civil Service test for bindery operators will be announced soon, it was understood today. It's possible that other printers' tests also will be announced in the near future.

Reason for it all is that the Government Printing Office has gone on a six-day week and some 500 mechanical operatives have been hired within the past few weeks because of the large amount of additional work caused by the national defense activities.

The Government Printing Office last week graduated 100 apprentices to the skilled labor class and the Civil Service Commission was able to supply other employees needed on the spot except bindery operators. More than 150 operators were appointed subject to passing the test.

Yonkers May Call For State Aid

When the Yonkers Civil Service Commission finds its own problems too complicated, the State Civil Service Commission will be called in. That's the word from Commissioner Samuel Rosenthal, commenting on the fee system recently established by the State Commission's Municipal Service Bureau.

Cashiers Become Clerks

The Municipal Civil Service Commission decided this week to use the preferred list for Assistant Cashier as appropriate for certification to the Board of Transportation for the positions of Railroad Clerk and Cashier.

Candidates must have obtained, or be eligible to obtain, a New York State Personnel Grade IV Library certificate or higher.

Weights

Written, 3; education, library training, and experience, 7.

(Continued on Page 14)

There's gold in them there books . . .

Higher grades mean better jobs for you!

LEADER BOOK SHOP

97 Duane Street, New York

Border Patrolman.....	\$1.00
Unemployment Insurance Referee.....	1.00 & 2.00
Card Punch Operator—Preparation for the clerical part. Spelling, vocabulary, analogies, arithmetic, etc.....	.50c & .75
Jr. & Sr. Typist and Stenographer—Prepared for Federal examinations.....	.65c, 1.00 & 1.50
Clerk Typist-Stenographer—Prepared specially for City examinations.....	1.50
Postal Service.....	.25c, 1.00 & 1.50
State Trooper.....	1.00

TECHNICAL PREPARATION

Engineering Review.....	2.50
Diesel Monitor.....	5.00
Welder's Guide.....	1.00
New Auto Guide.....	4.00
Mathematics & Calculation.....	2.00
Diesel Engine Manual.....	2.00
New Radioman's Guide.....	4.00
Handy Book Practical Electricity.....	4.00

FIREMAN PROMOTION PREPARATION

Fireman Study Book.....	.25c & 1.00
How to Become a Fireman.....	.10
History of Fire Department.....	3.50
Fire Department Manual of Instruction—An officer's manual for professional fire-fighters by Lowell M. Limpus.....	1.85
Fire Prevention Code.....	1.50

POLICE PREPARATION

Patrolman Study Text.....	1.50
Police Manual.....	1.00

GENERAL PREPARATION

Everyday Law.....	.50
Everyday Mathematics.....	.50
General Federal Test Guide—Procedure, preparation, sample test, analogies, spelling, reasoning, vocabulary.....	1.50
Civil Service Handbook—1,000 Civil Service questions.....	.79
Guide to Municipal Government.....	1.25
Outline Chart of Municipal Government.....	.25
Your Federal Civil Service—A 500-page manual on procedure.....	2.50
Civil Service Handbook—Procedure, sample questions.....	1.50

MISCELLANEOUS

Legal, Political and Business Guide—A practical handbook on politics, licenses, welfare agencies, taxes and labor laws.....	1.70
Mental Multiplication—A pamphlet by Charles Lipkin that trains for rapid mental calculation.....	.25
Let's Play Vocabulary—A series of games that build vocabulary without too much strain on the gray matter.....	.25
Draft Facts.....	.10
Conscription.....	.25
Building Code.....	1.50
Sanitary Code.....	.50
Penal Code.....	2.50
C.S. Retirement Law.....	.20

How to Apply for a Test

For City Jobs: Obtain applications at 96 Duane Street, New York City, (9 a.m. to 4 p.m.), or write to the Application Bureau of the Municipal Civil Service Commission at 96 Duane Street and enclose a self-addressed 9-inch stamped envelope (4 cents for Manhattan and Bronx, 6 cents elsewhere).

For State Jobs: Obtain applications at 80 Centre Street, New York City, (9 a.m. to 5 p.m.), or enclose six cents in a letter to the Examinations Division, State Civil Service Department, Albany.

For County Jobs: Obtain applications from Examinations Division, State Civil Service Department, Albany. Enclose 6 cents.

For Federal Jobs: Obtain applications from U. S. Civil Service Commission, 641 Washington Street, New York City, (9 a.m. to 4:30 p.m.), in person or by mail. Also available from first and second class post offices, Second District.

U. S. citizens only may file for exams and only during period when applications are being received.

Fees are charged for city and State exams, not for federal.

Applicants for most city jobs must have been residents of New York City for three years immediately preceding appointment. Applicants for State jobs must have been New York State residents for one year.

The "weights" listed for various titles on these pages refer to the relative value of each part of the exams. Therefore, if the weight of the written part of an exam is 30, this means that the written part counts for 30 per cent of the final mark.

To Be Left Unfilled Until Promotion Comes Bookkeeper Vacancies

Vacancies as Bookkeeper, Grade 1 in the Department of Finance at \$1,200 a year will not be filled until the next promotion list for that position is completed, the Municipal Civil Service Commission decided this week. The Commission has ordered a new promotion examination, open to employees in the Clerical, Attendant, Statistical and various other city services, who earn less than \$1,800 a year. The announcement of the filing date and requirements for this promotion test is expected within two months. Full details will appear in future issues of

State Limits Temporaries

Instructions to State department heads on the affect of the new Fite law limiting temporary appointments will be issued within the next week by the State Civil Service Commission.

This law limits appointments to from one to six months except for vacancies caused by leave of absence. The limit in such case is one

Anything You Want to Know about Civil Service and Civil Service exams? visit the LEADER BOOKSTORE 97 Duane Street, New York City

135,000 Jobs Still to Come in Defense Program

U. S. Tests

Aeronautical Inspector (\$3,200-\$3,500)

Associate, \$3,500, and Assistant, \$3,200; Civil Aeronautics Authority, Dept. of Commerce. File until further notice. Age: 24-40 (Associate), 24-35 (Assistant). Applicants must have pilot's certificate, solo flying hours and instruction experience.

Inspector, Engineering Materials (Aeronautical) (\$1,800-\$2,600)

Junior, \$1,800; Inspector, \$2,000; Senior, \$2,600. Navy Dept. for duty wherever assigned. File until further notice. Age limit: 53. Applicants must have had two to six years' experience in the inspection and testing of aeronautical engineering materials, or aircraft engines and their accessories. Certain substitutions are allowed.

Aircraft Inspector (Factory) Associate (\$2,900)

Air Carrier Maintenance Inspector, Associate (\$2,900)

Civil Aeronautics Authority. File until further notice. Age limit: 24-53. Applicants must have an aircraft mechanics' certificate of competency and (1) two-year supervisory experience in the mechanical field of modern civil aircraft manufacture or repair, or (2) three years' experience in the same field, which includes

components, sub-assemblies, instruments, and accessories, or final assembly inspection.

Instructor, Air Corps Technical School (\$2,000-\$3,800)

Junior, \$2,000; Assistant, \$2,600; Associate, \$3,200; and Instructor, \$3,800. Twelve optional branches. File until further notice. Age limits: 21-53. Army Air Corps, War Dept., Chanute Field, Rantoul, Ill.; Scott Field, Belleville, Ill.; and Lowry Field, Denver, Colo.

Applicants must have high school diploma or a certain substitution; four years' experience as instructor in shop subjects or shop supervisor, which included six months in the optional branch for which application is made. Certain college credits may be substituted for experience. There are additional requirements for grades above Junior Instructor.

Engineering Draftsman (Ordnance) (\$1,620-\$2,600)

Assistant, \$1,620; Engineering Draftsman, \$1,800; Senior, \$2,000; Principal, \$2,300; Chief, \$2,600. Navy and War Depts. File until June 30, 1941. Age limit: 53. Applicants must be high school graduates and must have two to six years' drafting experience, according to the grade. One year must be in elementary drafting training or experience and the rest in ordnance drafting.

Engineering Draftsman (Aeronautical) (\$1,620-\$2,600)

Assistant, \$1,620; Engineering Draftsman, \$1,800; Senior, \$2,000; Principal, \$2,300; Chief, \$2,600. File by June 30, 1941. Age limit: 53. Applicants must have two to six years' drafting experience, according to the grade. One year must be elementary training or experience and the rest in aeronautical drafting. Certain substitutions for college education are allowed for part of experience.

Engineering Aid (Aeronautical) (\$1,620-\$2,600)

Assistant, \$1,620; Engineering Aid, \$1,800; Senior, \$2,000; Principal, \$2,300; Chief, \$2,600. Army Air Corps, War Dept. File until June 30, 1941. Age limit: 55. Applicants must have had engineering experience in testing, research, design, construction, or other engineering activities, partly in the field of aeronautical engineering.

Engineering Draftsman (\$1,620-\$2,600)

Assistant, \$1,620; Engineering Draftsman, \$1,800; Senior, \$2,000; Principal, \$2,300; Chief, \$2,600. File until further notice. These positions are for work on ships. Age limits: 45 (Assistant), 60 (other grades).

Engineer (\$2,600-\$4,600)

Optional branches: electrical, heating and ventilating, materials, mechanical, mining, radio, structural, telegraph, telephone and welding. File by June 30, 1941. Age limit: 55.

Applicants must have a bachelor's degree in engineering, but certain substitutions for education are allowed. Two to four years' experience is required in the optional branch applied for. Graduate study in engineering may be substituted for part of experience.

Inspector, Signal Corps Equipment (\$2,000-\$3,200)

Junior, \$2,000; Inspector, \$2,600; Senior, \$3,000. Signal Corps, War Dept., for duty in the field. File until further notice. Age limit: 55.

Applicants must have had college study in electrical or radio engineering. In addition, except for the junior grade, they must have had experience in inspect-

ing or testing of parts, assemblies, or completed units of signal corps equipment.

Inspector, Powder and Explosives (\$1,620-\$2,600)

Junior, \$1,620; Assistant, \$1,800; Associate, \$2,000; Inspector, \$2,300; Senior, \$2,600. Ordnance Dept., War Dept. File until further notice. Age limit: 55.

Applicants must have had at least 18 semester hours' study in organic chemistry. Additional experience may be substituted for part of this requirement. For all grades except Junior Inspector applicants must have had experience in analytical work in a chemical laboratory, or inspection of powder and explosives.

Junior Engineer (\$2,000)

Optional Branches: (1) Aeronautical and (2) naval architecture and marine engineering. File until further notice. Age limit: 40.

Applicants must have a bachelor's degree in the optional branch for which application is made. Substitution of 10 specialized college credit hours or one year's experience in the optional branch is permitted.

Aeronautical Engineer (\$2,600-\$3,800)

Assistant, \$2,600; Associate, \$3,200; Aeronautical Engineer, \$3,800. Twelve optional branches. File until June 30, 1941. Age limit: 53.

Applicants must have a commercial pilot's certificate for two aircraft weight and engine classifications; 1,000 to 2,000 hours of solo flying, which included 300 hours of instruction in two classes of aircraft.

Mechanical Engineer (Industrial Production) (\$2,600-\$3,800)

Assistant, \$2,600; Associate, \$3,200; Mechanical Engineer, \$3,800. War and Navy Depts. File until June 30, 1941. Age limit: 60.

Applicants must be graduates of an engineering school, and in addition, except for certain experience substitutions, have had professional engineering experience ranging from two to five years, according to the grade of the position.

Civil Engineer (\$2,600-\$4,600)

Assistant, \$2,600; Associate, \$3,200; Civil Engineer, \$3,800; Senior, \$4,600. Optional branches: Cadastral, construction, soil mechanics, safety, sanitary, general. War and Navy Depts. File by June 30, 1941. Age limit: 55.

Applicants must have completed a four-year college engineering course and must have had professional civil engineering experience, partly in one of the optional branches.

Engineering Aid (Topographic), Senior (\$2,000)

U. S. Geological Survey, Dept. of Interior. Age limit: 53. File by December 31.

Applicants must be high school graduates and have four years of civil engineering experience, which includes two years in top-

ographic field surveys. Certain substitutions for these educational and experience requirements are allowed.

Inspector, Ship Construction (\$2,000-\$2,600)

Inspector, Engineering Materials (\$1,620-\$2,600)

Ship Construction: Inspector (optional branches—hulls, mechanical, electrical), \$2,000; Senior, \$2,600.

Engineering Materials: Junior, \$1,620; Inspector (optional branches—hulls, mechanical, electrical, radio), \$2,000; Senior, \$2,600.

Navy Dept., for duty in the field. File until further notice. Age limit: 55. Applicants must have had inspectional experience, appropriate for the grade and optional branch.

Inspector, Ordnance Material (\$1,620-\$2,600)

Junior, \$1,620; Assistant, \$1,800; Associate, \$2,000; Inspector, \$2,300; Senior, \$2,600. Ordnance Dept., War Dept. File until further notice. Age limit: 55.

Applicants must be high school graduates or have 14 units of high school work; one to six years' experience inspecting and testing of ordnance materials as armament, armorplate, demolition bombbodies, etc., or of raw materials, including metal shapes formed with dies, sheets, and bars and machined parts. Certain college courses may be substituted for part of experience in three highest grades.

Marine Engineer (\$4,600-\$5,600)

Senior, \$4,600; Principal, \$5,600. Optional branches for Senior: power plant lay-out and piping, turbines, boilers, Diesel engines, deck machinery, and general. File by June 30, 1941. Age limit: 70.

Applicants must have a college degree in engineering or naval architecture, or experience in the field to substitute year for year. Also six to seven years' experience in engineering, which includes four to five years' experience in marine engineering. Graduate study may be substituted for experience.

Naval Architect (\$2,600-\$5,600)

Assistant, \$2,600; Associate, \$3,200; Naval Architect, \$3,800; Senior, \$4,600; Principal, \$5,600. Various optional branches. File by June 30, 1941. Age limits: for Senior and Principal, 70; for other grades, 60.

Applicants must have experience as a Naval architect up to seven years, according to the grade. College and graduate study may be substituted for part of experience.

Marine Engineer (\$2,600-\$3,800)

Assistant, \$2,600; Associate, \$3,200; Marine Engineer, \$3,800. Various optional branches. U. S. Maritime Commission. File until June 30, 1941. Age limits: Associate and Assistant, 60; Marine Engineer, 70.

A bachelor's degree in engineering or naval architecture is required. Substitutions of experience for education is allowed in part. Two to five years' experience, which includes partial experience in marine engineering,

is required according to the grade. Postgraduate study may be substituted for part of the experience requirement.

Marine Surveyor (\$3,200)

U. S. Maritime Commission. File by June 30, 1941. Age limit: 60.

Applicants must hold a U. S. license issued by the Dept. of Commerce, either as chief engineer or as master, of ocean vessels of any gross tonnage, and must have had certain appropriate experience.

Junior Graduate Nurse (\$1,620)

U. S. Public Health Service, Federal Security Agency and Veterans' Administration. File until further notice. Age limit: 35.

High school study and completion of a specified training course in a nursing school are required. In some cases persons in their final year of training may file.

Medical Officer (\$3,200-\$4,600)

Associate, \$3,200; Medical Officer, \$3,800; Senior, \$4,600. Optional branches: aviation medicine; cardiology; dermatology; eye, ear, nose and throat (singly or combined); general practice; industrial medicine (a. gas analysis or toxic dust, b. general); internal medicine and diagnosis; medical pharmacology; neuropsychiatry; pathology, bacteriology and roentgenology (singly or combined); public health (a. general, b. venereal); surgery (a. general, b. orthopedic, c. chest); tuberculosis; urology.

Public Health Service, Food and Drug Administration, Veterans' Administration, Civil Aeronautics Authority, Indian Service. (Continued on Page 15)

"Chock Full O' Nuts" To Open New Branch

"Chock Full o' Nuts" will open another branch for the convenience of Civil Service workers in the heart of Foley Square district soon.

The nickel and dime eatery, famous for delicious ten-minute lunches, will be located at 10 Lafayette Street.

75 Passes On Airport Test

A grade of 75 will be the passing mark on the competitive exam for Airport Assistant, which was given Saturday.

JOBS

Thousands of Civil Service candidates and jobholders agree that Arco study texts are best for examination preparation.

- U. I. Referee By Henkin and Donner, Directors National Lawyers' Guild. 280 pps. \$2.00
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ATTENTION DRAFT REGISTRANTS

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DRAFT FACTS

10c On All Newsstands

Filing Extended for Border Patrol Exam

(Continued from Page 14)

File until further notice. Age limit: associate, 40; other grades, 53.

Applicants must be medical school graduates. For the two higher grades three to five years' training is required in the option applied for. For the associate grade, one year internship, general rotating or in a special branch, is required. Certain substitutions for these experience requirements is allowed.

Senior Radiosonde Technician (\$2,000)

File until further notice. Age limit: 55.

Applicants must have four years' experience in the installation, maintenance and repair of radio equipment, which included six months with radiosonde (radiometerograph) ground receiving and recording equipment.

Radio Monitoring Officer (\$3,200-\$2,600)

File until June 30, 1941. Age limits: 21-55.

Applicants must have had technical experience in the installation, inspection, testing, or operation with maintenance responsibility, of radio transmitters.

Rehabilitation Specialist (\$2,600-\$3,800)

Specialist for the Deaf and Hard of Hearing, \$3,800; Specialist for the Tuberculous, \$3,800; Assistant Specialist for the Visually Handicapped, \$2,600; Specialist for the Visually Handicapped, \$3,800. Office of Education, Federal Security Agency. File by October 24. Age limit: 53.

Applicants must have had college education and experience in vocational guidance, placement or rehabilitation. Part of the experience must have been in specialized rehabilitation work for the visually handicapped, hard-of-hearing, or tuberculous.

Machinist (\$6.90-\$8.40 per day)

Ordnance Service, War Dept.,

Watervliet Arsenal, Watervliet, N. Y. File until further notice. Age limits: 18-62. File with Secretary, Board of U. S. Civil Service Examiners, Watervliet Arsenal.

Tool and Gauge Designer (\$1,800-\$2,600)

Tool and Gauge Designer, \$1,800; Senior, \$2,000; Principal, \$2,300; Chief, \$2,600. Watervliet Arsenal, Watervliet, N. Y. Open to New York State residents. File until further notice. Age limits: 18-55.

Toolmaker (\$7.84-\$9.28 per day)

Ordnance Service, War Dept., Watervliet Arsenal, Watervliet, N. Y. File until further notice with Secretary, Board of U. S. Civil Service Examiners, Watervliet Arsenal. Age limits: 18-62.

Shipwright (\$7.49-\$8.45 per day)

Norfolk Navy Yard, Portsmouth, Virginia. File until further notice. Age limits: 20-55.

Precision Lens, Prism and Test Plate Maker (\$7.87-\$8.83 per day)

U. S. Navy Yard, Washington, D. C. File until further notice. Age limits: 20-48.

Machinist (\$6.92-\$8.82)

Dover and Metuchen, N. J., and Brooklyn. File until further notice. Age limits: 18-55.

Applicants must have had a four-year apprenticeship or four years' practical experience in the trade.

Crane Operator (\$6.24-\$8.83 per day)

Crane Operator, Electrical Traveling Bridge, \$6.24-\$7.20; Crane Operator, Steam Locomotive, \$7.87-\$8.83. Brooklyn Navy Yard. File until further notice. Age limits: 20-48.

Applicants must have six months' experience in operating

electrical traveling bridge cranes; or six months' experience operating a steam locomotive crane, steam shovel or other portable steam hoist machinery.

Toolmaker

Fort Monmouth, N. J., \$2,000-\$3,000; Picatinny Arsenal, Dover, N. J., \$7.20-\$9.28 per day; Raritan Arsenal, Metuchen, N. J., \$7.20-\$8.40 per day; Brooklyn Navy Yard, \$8.35-\$9.31. File until further notice. Age limits: 18-62.

Applicants must have completed a four-year apprenticeship or have had four years of practical experience.

Navy Yard Jobs

Forty-nine exams are open for filing at the Brooklyn Navy Yard. Applications may be secured from the Navy Yard, from the Federal Building, or from any first-class Post Office. No examinations will be given but experience is required. The jobs and salaries follow:

Anglesmith, Heavy Fires, \$8.54 to \$9.50 per day; Anglesmith, Other Fires, \$7.50 to \$8.54; Blacksmith, Heavy Fires, \$8.54 to \$9.50; Blacksmith, Other Fires, \$7.50 to \$8.54; Boatbuilder, \$7.87 to \$8.83; Boilermaker, \$7.87 to \$8.83; Caulker, Wood, \$7.58 to \$8.54; Chipper and Caulker, Iron, \$7.58 to \$8.54; Coppersmith, \$8.45 to \$9.51; Die Sinker, \$8.83 to \$9.79; Diver, \$17.58 to \$18.24; Driller, Pneumatic, \$6.37 to \$7.30; Flange Turner, \$8.06 to \$9.02; Forger, Drop, \$7.77 to \$8.73; Forger, Heavy, \$12.09 to \$13.95; Forger, Light, \$9.50 to \$10.46; Frame Bender, \$8.06 to \$9.02; Gas Cutter or Burner, \$6.62 to \$7.58.

Helper, Blacksmith, Other Fires, \$4.89 to \$5.85; Helper, Boiler-maker, \$4.89 to \$5.85; Helper, Coppersmith, \$4.89 to \$5.85; Helper, Flangeturner, \$5.18 to \$6.14; Helper, Forger, Heavy, \$5.08 to \$6.04; Helper, Molder, \$4.89 to \$5.85; Helper, Sheet Metal Worker, \$4.89 to \$5.85; Helper, Shipfitter, \$4.89 to \$5.85; Holder-On, \$5.38 to \$6.34; Instrument Maker, \$8.16 to \$9.12.

Loftsman, \$8.26 to \$9.22; Molder, \$8.99 to \$9.89; Pipecover and Insulator, \$7.78 to \$8.74; Puncher and Shearer, \$6.05 to \$7.01; Riveter, \$7.78 to \$8.74; Rigger, \$7.87 to \$8.83; Rivet Heater, \$4.80 to

\$5.76; Sailmaker, \$7.68 to \$8.64; Saw Filer, \$9.02 to \$9.98; Sheet Metal Worker, \$8.45 to \$9.41; Shipfitter, \$7.78 to \$8.74; Shipwright, \$7.97 to \$8.93; Toolmaker, \$8.35 to \$9.31; Welder, Electric (Specially Skilled), \$7.78 to \$8.74; Welder, Gas, \$7.58 to \$8.54.

Engineering Draftsman, Chief (Aeronautical), \$2,600 per year; Engineering Draftsman, Principal (Aeronautical), \$2,300 per year; Engineering Draftsman, Senior (Aeronautical), \$2,000 per year; Engineering Draftsman (Aeronautical), \$1,800 per year.

Plant Pathologist (\$3,800)

Optional branches: (1) tomato diseases; (2) hop diseases.

Associate Plant Pathologist (\$3,200)

Optional branches: (1) wheat diseases; (2) corn diseases; (3) vegetable diseases.

Assistant Plant Pathologist (\$2,600)

Optional branch: (1) vegetable diseases.

Associate Plant Geneticist (\$3,200)

Optional branch: (1) wheat.

Assistant Plant Geneticist (\$2,600)

Optional branch: (1) floriculture.

File by October 24. Bureau of Plant Industry, Department of Agriculture. Age limit: 53. Separate eligible lists will be established for each optional branch in each grade.

Junior Pharmacist

Salary: \$2,000. File by November 4. Age limit: 35.

Duties

To act as pharmacist in charge of the pharmaceutical work in a hospital or dispensary or to assist the pharmacist in charge of this work; to compound doctors' prescriptions or other medicines; to manufacture U.S.P. and N.F. preparations; to maintain stocks and supplies; to keep records incident thereto; to prepare reports, etc.

Requirements

Completion of a four-year course leading to a bachelor's degree in a college of pharmacy or medical school with major study in pharmacy.

Licenses: Applicants who are li-

censed pharmacists in one of the states of the United States must give their registration number and the date that they were examined before the State Board of Pharmacy. A license may be required for certain positions which may be filled as a result of this exam.

Weights

General test, 30; professional questions, 70.

Attendant, Neuro-Psychiatric Hospital (\$1,020)

Veterans' Administration Facilities, Canandaigua and Northport, N. Y. File until further notice. Age limits: 21-48.

Applicants must have had six months' resident training in nursing, or six months' service in a U. S. hospital corps, or three months' experience as Attendant doing ward duty for treatment of mental or nervous diseases.

Civilian Medical Officer (Temporary & Part-Time)

Full time duty, \$3,200 or higher; part-time duty, salary is commensurate with hours of duty. File until further notice. Appointment with U. S. Army hospitals, camps, etc.

Applicants must have an M.D. with appropriate experience.

Junior Engineer (\$2,000)

All branches of engineering except Aeronautical, Naval Archi- (Continued on Page 16)

HOW TO KEEP WELL

Blood, Skin, Nervous Diseases, Chronic Ulcers, General Weakness, Rheumatism, Stomach and Bowel Disorders, Hemorrhoids and other Rectal Diseases, Bladder and Kidney Disorders, and other Chronic Ailments of MEN and WOMEN successfully treated by modern scientific methods. **Blood Tests & Urinalysis Made** Moderate Fees — Terms if necessary

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Business Machine Operators Have Good Future

(Continued from Page 15)
 tecture and Marine Engineering. Other examinations in these branches are now open. File by October 24. Age limit: 35. Separate eligible lists will be established in all recognized branches of engineering.

Boilermaker (\$1,590, less \$330 for maintenance)
Linenman (\$1,272, less \$252 for maintenance)

File by November 6. Place of employment: Army Transport Service, War Department, Brooklyn. For duty on transports plying between Brooklyn, New York, Panama, Puerto Rico, San Francisco, California and Hawaii. Age limit: 50.

Safety Instructor, \$1,800

Assistant Safety Instructor, \$1,620

File by November 4. Age limit: 35. Bureau of Mines, Department of Interior. Applicants must not be over 74 inches in height and must be well proportioned as to height and weight. The duties of this position are arduous and applicants must be of an active type with good muscular development, in good health and in sound physical condition and able to perform strenuous work for at least two hours while wearing mouth-breathing apparatus.

Senior Public Employment Office Specialist, \$4,600

Public Employment Office Specialist, \$3,800

Associate Public Employment Office Specialist, \$3,200

Assistant Public Employment Office Specialist, \$2,600

Optional subjects: 1) employment office operations; 2) employment office reporting; 3) labor market analysis.

File by November 8. Bureau of Employment Security, Social Security Board, Federal Security Agency. Age limit: 53.

Junior Veterinarian

Salary: \$2,000. Bureau of Animal Industry, Dept. of Agriculture. File by November 12. Age limit: 45.

Associate Bacteriologist, \$3,200

Assistant Bacteriologist, \$2,600

Optional branches: 1) brucellosis; 2) anaerobes; 3) physiology of bacteria; 4) viruses; 5) rickettsiac.

File by November 12. U. S. Public Health Service, Federal Security Agency. Age limit: 53.

Junior Aquatic Biologist

Salary: \$2,000. File by Nov. 12. Optional branches: 1) fisheries; 2) physiology of aquatic organisms. Fish and Wildlife Service, Department of the Interior. Age limit: 35.

Inspector of Hats, \$2,000

Inspector of Miscellaneous Supplies (Hosiery and Knit Underwear), \$2,000

Inspector of Textiles, \$2,000

Junior Inspector of Textiles, \$1,620

Inspector of Clothing, \$2,000

Junior Inspector of Clothing, \$1,620

Quartermaster Corps, War Department. File until further notice. Age limits: 25 to 55, except for Jr. Inspector of Textiles and Jr. Inspector of Clothing, which is 21 to 55.

Cook (Shipboard), \$100 to \$120 a Month

File by October 28, 1940. Place of employment: U. S. Coast and Geodetic Survey, Department of Commerce, New York (Home Port). (For duty patrolling the Atlantic Coast). Age limits: 21 to 50.

Storekeeper (Engine Dept.)

Salary: \$1,242, less \$252 a year for maintenance. File by November 19. Age limit: 53. Place of employment: Army Transport Service, War Department, Brooklyn. For duty on transports plying between Brooklyn, New York, Panama, Puerto Rico, San Francisco, and Hawaii.

Third Steward

Salary: \$1,392, less \$252 a year for maintenance. File by November 19. Place of employment:

Army Transport Service, War Department, Brooklyn. For duty on transports plying between Brook-

lyn, New York, Panama, Puerto Rico, San Francisco, and Hawaii. Age limit: 50.

This Week's Federal Exams

Junior Tabulating Machine Operator, \$1,440

Under Tabulating Machine Operator, \$1,260

Junior Alphabetic Accounting Machine Operator, \$1,440

Under Alphabetic Accounting Machine Operator, \$1,260

File by November 12. Age limits: 18 to 53. Applicants must be in sound physical condition.

Duties

Junior and Under Tabulating Machine Operator: to operate a tabulating machine, such as the Hollerith (International Business Machines), the Powers (Remington Rand), or other tabulating machines that automatically tabulate numerical information that has been recorded on punched cards. In the higher grade, the duties include the wiring of the machine (in the case of the Hollerith equipment) where the wiring is not above average difficulty, or the setting of the control pins (in the case of the Powers equipment).

Junior and Under Alphabetic Accounting Machine Operator: to operate an alphabetic tabulating or accounting machine. This machine automatically tabulates and prints alphabetic and numerical information that has been recorded on punched cards. In the higher grade, the duties include the wiring of the machine (in the case of the Hollerith equipment) where the wiring is not above average difficulty, or the setting of the control pins (in the case of the Powers equipment).

Requirements

Junior Tabulating Machine Operator: six months of full-time paid experience in the operation of an electric tabulating machine, such as the Hollerith, Powers, etc. In addition, three months of this employment must have included actual experience in the wiring of plugboards or in the setting of control pins.

Under Tabulating Machine Operator: three months of full-time paid experience in the operation of an electric tabulating machine, such as the Hollerith, Powers, etc.

Junior Alphabetic Accounting Machine Operator: six months of full-time paid experience in the operation of an electric alphabetic tabulating or accounting machine. In addition, at least three months of this employment must have included actual experience in the wir-

ing of plugboards or in the setting of the control pins.

Under Alphabetic Accounting Machine Operator: three months of full-time paid experience in the operation of an electric alphabetic tabulating or accounting machine.

Weights

Competitors will be rated on the basis of a general clerical test on a scale of 100.

Principal Field Representative, \$4,600

Senior Field Representative, \$3,200

Field Representative, \$3,200

Assistant Field Representative, \$2,600

Apprenticeship Unit, Division of Labor Standards, Department of Labor. File by November 18. Age limit: 53.

Duties

To be responsible and to assist in the development of national, State-wide and local apprenticeship standards for a variety of crafts in manufacturing industries and in the building trades. The actual duties and the responsibilities vary with the grades of the positions.

Requirements

Applicants must have had experience in industrial work, trade-union work, trade-association work, or governmental work involving the development and promotion of improved labor and employment standards in industry; or in the administration of labor laws. Part of this experience must have been full-time paid employment in the direction, administration or coordination of programs dealing with either 1) industrial labor relations;

2) labor and employment standards;

3) labor law administration. The actual amount of the experience varies from six years for the Senior position to two years for the Assistant position. The specialized experience required varies from two years to six months for the various grades.

Weights

Applicants will be rated on their experience and fitness on a scale of 100.

Border Patrolman

Salary: \$2,000. Border Patrol, Department of Justice. File by November 4. Eligibles who are selected for appointment will be required to report, at their own expense, to their first duty station which is usually the border patrol training school at El Paso, Tex. The course of training, which will last for one

ATTENTION BORDER PATROL APPLICANTS

The Leader is now preparing a special booklet of study material for all those who plan to take the Border Patrolman examination. Only a limited number of these study booklets will be available. If you want one, send \$1 to Box 222, Civil Service Leader, 97 Duane St., New York City.

month to three months, is an extremely intensive one, and while in attendance at the training school the student will be required to devote all of his time to his studies. Failure to pass the training course will cause dismissal.

Age limits: 21 to 35. Applicants must be in sound physical condition.

Duties

The United States Immigration (Continued on Page 17)

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WHO GOES--WHO STAYS
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ALL QUESTIONS ANSWERED

Interested in Labor Problems? U.S. Needs You

(Continued from Page 16)

Border Patrol is a uniformed police organization, and its primary function is to detect and prevent the smuggling and the illegal entry of aliens into the United States. The work involves patrolling along and in the vicinity of the international land boundaries by automobile, on horseback, or afoot, in search of aliens who have entered, or who are attempting to enter, the United States unlawfully. Patrol activities include the stopping for inspection purposes of various kinds of vehicles in which there is reason to believe aliens are being brought into the United States; boarding and searching freight and passenger trains, regularly at night, and frequently while the trains are in motion; watching from concealment crossing places on the international boundaries suspected of being used by persons engaged in illegal activities; making extended camping details in desert or woods, during which the officers must rely entirely upon their own ability and resourcefulness for sustenance and shelter; making patrols of up to 80 miles on snowshoes; observing the border from 85 or 100-foot observation towers; and, in general, investigating violations of the immigration laws. Border patrolmen must make numerous arrests, sometimes

arrests of dangerous criminals. Shooting affrays are not infrequent.

Requirements
Applicants must show that, within three years immediately preceding the closing date for receipt of applications, they were for at least one year actively and regularly engaged in outdoor activities requiring endurance, agility, vitality, alertness, and practical judgment. Acceptable experience includes experience such as active members and directors of athletic organizations sponsoring a systematic program of physical training; park ranger, forest ranger, city and state law enforcement officers and firemen belonging to organizations having training programs; members of the Civilian Conservation Corps, employed on a full-time basis; and members of military or naval organizations who show that they have actually engaged in a systematic program of outdoor activity. Applicants must have had at least one year's experience in driving a motor vehicle.

Weights
Candidates will be initially rated on the subject of a general test, on a scale of 100. The test will consist of written questions designed to measure the applicant's aptitude for learning and adjusting to the duties of the service.

Compensation: \$4.50 per day.
Fee: \$2.
Tenure: Teachers-in-training are ordinarily assigned to teacher-in-training vacancies for a period of one year without tenure rights.

Basic Qualifications
Age Limits: 18 to 31.
Eligibility Requirements: An applicant in this examination must, by February 1, 1941, be eligible under the following requirements:
A baccalaureate degree (or equivalent preparation) with 36 semester hours in appropriate courses in the subject. These courses may be undergraduate, graduate, or extension courses. For each subject there is an approved distribution of courses in the subject, which the applicant's studies are expected to approximate closely.

Scope of Examination
The examination may include:
(a) A short-answer written test on subject matter;
(b) An essay-type written test on subject matter, in which a satisfactory standard of attainment in written English will also be required;
(c) An interview test to ascertain the applicant's fitness with respect to certain factors of personality (appearance, bearing, manner, animation, poise, etc.) and his use of oral English. Oral English includes reading ability, correct and fluent speech, enunciation and pronunciation, and voice.
(d) A performance test, in the case of applicants in stenography and typewriting.

Persons lacking normal use of arms or legs, or persons with serious loss of vision or of hearing or with organic speech defects or other physical disabilities, such as diminutive stature, excessive deviation from normal weight, or marked spinal curvature, are advised to send for the circular entitled "Health Standards for Teachers."

So far as may be possible, applicants residing at a distance of more than 200 miles from New York City may arrange in advance by correspondence to have their interview test, performance test (where required), and physical and medical examination given on or very near the date of their written test.

main papers. A pass mark may also be set on each paper as a whole.
A satisfactory standard in written English is required of all applicants. Papers are read separately for use of English. License will be refused to any person whose written English is unsatisfactory.
The Board reserves the right to reject any paper whose penmanship it considers illegible or not conforming to teaching standards.
Performance test: Applicants passing the written test will be given a performance test in dictation, transcription, and typewriting. In shorthand, applicants will be required to write from dictation, for a period of five minutes, at the rate of 100 words a minute, business letter material of syllabic intensity 1.4. In typewriting, applicants will be required to transcribe their shorthand notes in mailable form with a high degree of accuracy, and to typewrite common business papers.
Interview test: Appraisal of record; physical and medical examination.

quirements for the license such as will bear investigation.
(2) Under trade experience, all employment should be listed with specific dates. At least the year and the month in each instance should be stated. Give a complete record since beginning work; leave no gaps. Dates of unemployment should also be recorded.
(3) There is need for promptness in furnishing evidence of eligibility, including date of birth, vaccination, high school academic credit and trade experience. Although it is not necessary to file this evidence at the time of making application, it is advisable to prepare or secure such written documentary evidence as soon as possible. The responsibility for the belated issuance of a license because of delays in furnishing such evidence will rest with the applicant.

Plan and Scope of Examination
Salaries: The salary schedule for teachers in day high schools runs from \$2,148 to \$4,500, by annual increments of \$156.

Upstate Exams

(County exams are open only to residents of the particular county for four months immediately preceding the examination date.)

Herkimer County
Game Protector. (Usual salary range \$1,200-\$1,800; appointment expected at minimum in State Conservation Department.) Fee, \$1. Filed by October 31. Age limits: 21-35.

Requirements
Candidates must be familiar with wild life in New York State, and must have possessed a license to hunt and fish for three recent years or showed other interest in conservation of wild life. They must be at least 5 foot 9, weigh at least 160 pounds. Additional credit will be given for experience in hunting, trapping, fishing and guiding. Candidates must furnish and operate personal car (compensation 4 1/2 cents a mile.)

Scope of Exam
This will be an unwritten exam.

Classified Advertisements
LICENSED New York State Special Engineer; wide and varied experience; seeks part-time work teaching electrical subjects—installations, estimating, drafting. Box 25.

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Brunswick Sanitarium, Amityville, L. I. Modern. Convalescents, Invalids, Cardiacs, Diabetics, Chronic Nervous, Aged, Special Diets. Resident physicians. Booklet. N. Y. Office, 67 West 44th St. MU. 2-3829.

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DAYton 3-5400 Open Evenings

Rockland County
Game Protector. (Same as for Herkimer County Game Protector.)

Westchester County
General Storekeeper, Purchasing Department. (Usual salary range \$1,620-\$1,980; one appointment expected at minimum but may be made at less.) File by October 25. Fee, \$1. Exam November 16.

Duties
Under direction of the Purchasing Agent, have charge of the general stores of the Bureau of Purchase and Supplies; related work.

Requirements
Either a) one year experience in ordering, inspecting, storing, and/or issuing supplies, materials, and equipment, and graduation from high school; or b) five years experience in ordering, inspecting, storing, and/or issuing supplies, materials, and equipment, and eighth-grade graduation; or c) a satisfactory equivalent.

Weights
Written, 8; training and experience, 5.

Syracuse
Dental Hygienist, Department of Health, Bureau of School Inspection. (\$1,200). Fee, \$1. File by October 26.

Duties
Under supervision of Director of Bureau of School Inspection, clean, chart, and make inspections of teeth of children in parochial schools; assist the dentist, when necessary; give classroom talks on dental health; related duties.

Requirements
Candidates must be citizens of Syracuse for one year immediately preceding October 11, 1940. They must be graduates of high school, or show its educational equivalent, have completed a course in dental hygiene, and shall be licensed to practice dental hygiene in New York State.

Scope of Exam
Written test counts 5; training and experience counts, 5.

School Exams

(Continued from Page 11)

indicate the approximate number of vacancies each year.

All applications, if presented in person, must be filed before 4:30 p.m. on week days or before 12 m. on Saturdays. No application presented in person (or, if mailed, post-marked) after November 6, 1940, will be accepted.

Assignments to teacher-in-training positions are made from lists on which the names of successful applicants are arranged in the order of their standing in the examination. If two or more applicants receive the same standing, placement on the list will be determined by the date upon which the application to enter the examination was received.

November 20, 1940 (Wednesday): Date by which applicants will receive notice of admission to the written examination. Applicants who do not receive notice by November 20, 1940, are advised to communicate at once with the Committee chairman.

November and December: The written examination will be held at a time and place to be specified in the admission notice. Applicants who arrive late may be excluded. Applicants should bring pen and black or blue-black ink, preferably in the form of a fountain pen.

February 1, 1941: Date by which applicants in this examination must meet the eligibility requirements.

Applicants may on separate forms apply in more than one subject if they are qualified. So far as possible, tests will be scheduled so as to avoid conflicts in the applicants' examination programs.

Examination for License as Teacher-in-Training in Accounting and Business Practice in Day High Schools

Distribution of the Thirty-six Semester Hours in Technical Courses

Accounting and Business Practice Courses	Hours	Min.	Max.
Advanced bookkeeping and accounting.....	12	16	
Office practice.....	2	4	
Business law.....	6	8	
Business management and organization.....	2	4	
Business mathematics and/or commercial arithmetic.....	3	6	
Money, banking and finance.....	2	4	
Economic geography.....	2	4	

Scope of Examination
Written test: The written test for license as teacher-in-training in accounting and business practice will cover (a) commercial arithmetic (b) accounting (c) business practice and (d) commercial law.
A pass mark on the arithmetic paper may be required as a condition precedent to the rating of the remaining papers. Minimum marks may also be set in one or more of the other parts. There will also be a pass mark on the test as a whole.
A satisfactory standard in written English is required of all applicants. Papers are read separately for use of English. License will be refused to any person whose written English is unsatisfactory.
The Board reserves the right to reject any paper whose penmanship it considers illegible or not conforming to teaching standards.
Interview test: Appraisal of record; physical and medical examination.

Examination for License as Teacher-in-Training in Stenography and Typewriting in Day High Schools

Distribution of the Thirty-six Semester Hours in Technical Courses

Stenography and Typewriting	Hours	Min.	Max.
Advanced typewriting.....	4	6	
Advanced shorthand.....	8	10	
Secretarial practice.....	2	4	
Business law.....	4	6	
Business management and organization.....	2	4	
Money, banking and finance.....	2	4	
Economic geography.....	2	4	
Advanced written composition.....	2	4	
Business English.....	2	4	

Candidates who have exemptions in the field of stenography and typewriting must present additional courses in the other prescribed subjects; or in the field of accounting up to a maximum of 6 credits.
Candidates who desire to offer more than the maxima prescribed should present such courses for approval.

Scope of Examination
Written test: The written test for license as teacher-in-training in stenography and typewriting will consist of two papers.
The first paper will cover (a) business practice and procedure, and (b) a test in English, including spelling, grammar, composition, rhetoric, and vocabulary. The second paper will cover the principles and practice of stenography and typewriting and the teaching thereof.
A pass mark of 70% in spelling and 60% on the stenography word list will be required as a condition precedent to the rating of the re-

Examinations for Regular License as Teacher of Shop Subjects (Trades) in Day High Schools

The Board of Examiners, acting on the request of the Superintendent of Schools, announces examinations, open to men only, for regular licenses in the subjects indicated:
Auto Mechanics (14).
Aviation Mechanics (24).
Electrical Installation and Practice (5).
Machine Shop Practice (14).
Radio Mechanics (5).
The figure, in parentheses after each subject, indicates the approximate number of present vacancies.

Examination Program
November-December, 1940: Period for the holding of written examinations, the date, time, and place of which will be stated in the notice of admission.
Friday, November 15, 1940: Date by which applicants will receive notice of admission to the examination. Applicants who do not receive notice by November 15, 1940, are advised to communicate at once with the examiner in charge of the license.
Fee: \$4.25.

Eligibility Requirements
The following eligibility requirements must be met not later than February 3, 1941:
Preparation: Graduation from a junior high school (or equivalent preparation), five years of approved and appropriate journeyman experience, and 32 semester hours (480 clock hours) in approved teacher training courses.
Experience: One year of teaching the subject; or three years of supervising and/or foreman experience in the trade subsequent to the five years of journeyman experience.
Other Qualifications
Age: 23 to 41.
Caution: (1) Applicants must be able to present satisfactory and verifiable evidence of meeting the re-

Examinations for License as Teacher in Day High Schools


General Subjects
Economics and Economic Geography, M & W (Soc. St.).
English, M & W (Eng.).
History and Civics, M & W (Soc. St.).

Special Subjects
Fine Arts, M & W (Art. & Dr.).
Home Economics: Clothing and Household Fabrics, W (Home Eco.).
Orchestral Music, M & W (Mu).
Speech, M & W (Eng.).
Note: Examinations will also be given in accounting and business practice in stenography and typewriting (both Gregg and Pitman), and in merchandising and salesmanship. These examinations, however, are announced in a separate circular.
Applicants may on separate forms apply in more than one subject if they are qualified.
No applications presented in person or (if mailed) postmarked later than November 6, 1940, will be accepted.
November 18, 1940: Date by which applicants will receive notice of admission to the written examination. Applicants who do not receive a notice by November 18, 1940, are advised to communicate at once with the chairman of the appropriate committee.
November and December, 1940: Written examinations, the date, time, and place of which will be specified in the notice of admission. Applicants who arrive late may be excluded. Applicants are required to come provided with a pen, preferably a fountain pen, and black or blue-black ink.
Fee: \$4.25.

Qualifications
Age: 20 to 41.
Experience: All applicants must have the required teaching experience.
(Continued on Page 18)

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One Flight Up

What Makes a Good Social Worker

By Commissioner David C. Adie
State Department of Social Welfare
Part II

AS PREVIOUSLY indicated, the ability of the social worker to assist applicants in establishing eligibility for public assistance requires skill, as well as knowledge of the Law, of the person, and of the community. Within the framework of the Law, to treat all applicants and recipients equitably and at the same time individually implies the ability to see and gain understanding of the person who presents problems of illness, unemployment, old age, etc.

The fulfillment of the Law requires that the person's resources, financial as well as social, be a matter of inquiry and that his place of residence and settlement be determined. Residence and settlement data do not affect the need of granting relief, but they fix responsibility for the payment of the cost of assistance on other localities within the State and frequently indicate the return of those without settlement to other states. The intricacies connected with the establishment and determination of settlement are often so complex as to require painstakingly detailed work and the patient inquiry which the term investigation connotes.

The administration of public assistance under the Public Welfare Law in New York State is a business-like, democratic procedure in which the applicant is given an understanding of the administrative agency's necessity to function in a prescribed way. The applicant, as a past and potential taxpayer, and as a current indirect payer of taxes, even though he may be sharing in the benefits of tax funds in a more direct way than he himself considers desirable, recognizes the necessity for investigation when he is given an adequate explanation and understanding of the reason for it.

Participation the Keynote

Participation is, therefore, the keynote of the public assistance program, a term descriptive of the relationship of the social worker to the applicant or recipient of public assistance, to his own administrative agency and its policies and procedures, and to the community in general.

"Public Welfare is so personal, so individualistic, so human a matter that it needs the full strength of family and neighborhood understanding and support."

In New York State the Public Welfare Law is in the main so humane and workable a document that the social worker in the public assistance program may carry on the activities of family case work and give assistance when requested in the problems which affect the capacities and the limitations of each member of the family group. At the same time he may be in harmony with the provisions of the Law which recognizes that the surmounting of "the hazards of life encompassed by old age, dependency, unemployment and sickness" cannot be accomplished by a single agency approach, but needs the coordinated effort and total resources of the community. The Law indicates that it is the duty of the public welfare official not only to relieve distress but to prevent dependency.

Section 80, which reads as follows, clearly indicates this obligation:

"It shall be the duty of every public welfare official to render assistance and cooperation within his jurisdictional powers to children's courts, boards of child welfare and all other governmental agencies concerned with the welfare of persons under his jurisdiction. Every public welfare official shall also cooperate whenever possible with any private agency whose object is the relief and care of persons in need or the improvement of social conditions in order that there may be no duplication of relief and that the work of agencies both public and private may be united in an effort to re-

lieve distress and prevent dependency."

Continuing Contact

The ability to establish a vital and stimulating relationship, so essential in the investigation process, is equally as important in the process of supervision, the period of continuing contact with the recipient of relief. Section 79 of the Public Welfare Law on Supervision sets the pace for the worker's activity and underscores the essential motivation of the public assistance program, namely, to meet need, to restore persons to a condition of self-support, and to withdraw relief when it is no longer needed.

To be Continued.

Teachers Exams

(Continued from Page 17)

ence, as set forth below, by February 3, 1941.

General Subjects

- (a) One year of teaching in grades above 8B or in a college; or
- (b) Four years of teaching; at least one of which shall have been in grades above 4B; or
- (c) Five years of teaching; or
- (d) In the case of applicants in sciences, three years as laboratory assistant in a secondary school or college.

Special Subjects

- (a) One year of teaching the subject in grades above 8B, or in a college; or
 - (b) Two years of teaching the subject; or
 - (c) Five years of teaching.
- Preparation: Applicants must meet the basic requirements as to preparation stated hereinafter by February 3, 1941; but all applicants in the general subjects (Economics and Economic Geography, English, History and Civics) licensed as a result of this examination, must meet a supplementary requirement also stated hereinafter, not later than September 1, 1943. If such persons fail to meet the additional preparation requirement by the time specified, their licenses will lapse and appointments made under such licenses will accordingly be rescinded.

General Subjects

(Basic Requirements)
A baccalaureate degree (5) (or equivalent preparation), (6) and in addition 30 semester hours in approved graduate (7) courses (8). The said preparation shall include (or be supplemented by), undergraduate or graduate courses as follows:

- (a) 12 semester hours in appropriate courses in the following fields including one course (at least 2 semester hours) in each of such fields: History, philosophy, principles, and/or problems of education; adolescent development or educational psychology; methods of teaching (9) or educational measurements; special methods of teaching the subject; and
- (b-1) 24 semester hours in approved courses related to the subject. (10).

(Supplementary Requirements)
(b-2) 12 additional semester hours in approved courses related to the subject, (10) to be completed not later than September 1, 1943.

Special Subjects

A baccalaureate degree (or equivalent preparation) and in addition 30 semester hours in approved graduate or undergraduate courses. The said preparation shall include (or be supplemented by):

- (a) 12 semester hours in appropriate courses in the following fields, including one course (at least 2 semester hours) in each of such fields: History, philosophy, principles, and/or problems of education; adolescent development or educational psychology; methods of teaching or educational measurements; special methods of teaching the subject; and
- (b) 42 semester hours in approved courses related to the subject. (10).

Substitution: An applicant in a special subject may offer, in lieu of 15 of additional 30 semester hours required under preparation, one year of approved and appropriate occupational experience (11); but the specific course requirements under subparagraphs a and b must in any case be met.

Scope of Examination

The examination may include all or several of the following:
(a) A short-answer written test on subject matter;
(b) An essay-type written test on subject matter and on secondary school teaching, in which a satisfac-

tory standard of attainment in written English will also be required;

(c) An interview test to ascertain the applicant's fitness with respect to certain factors of personality (appearance, bearing, manners, animation, poise, etc.); his ability to discuss intelligently problems relating to his subject or the teaching of his subject; and his use of oral English (oral reading, speech, enunciation and pronunciation, and voice);

(d) A performance test, in the case of applicants in home economics (clothing and household fabrics), fine arts and music;

(e) A teaching test in a high school required of all applicants, to ascertain the applicant's skill in teaching, his knowledge of instructional material, his manner and bearing toward pupils, and his use of English in the classroom.

Salary: The salary schedule for teachers of the subjects herein announced in day high schools runs from \$2,148 to \$4,500 by annual increments of \$156 for satisfactory services.

Examination for License as Substitute Teacher of Merchandising and Salesmanship in Day High Schools

Final dates for the receipt of applications: November 6, 1940.
Fee: \$2.

Qualifications

Age: 18 to 40.
Preparation: Applicants must meet all requirements as to preparation (see pages 2-3 of circular) by February 3, 1941. In all respects, applicants for substitute license must meet the requirements for regular license except that (a) 15 additional hours in graduate or undergraduate courses are not required; (b) one year's teaching experience is not required if the applicant offers six semester hours of observation and supervised practice teaching; (c) one year's business experience is not required.

Group A: Marketing Principles and Methods; Merchandising—wholesale and retail; Foreign Trade—export and import merchandising; Marketing Analysis, 2-4*.

Group B 1: Principles of Salesmanship; Sales Organization and Management, 2-4*.

Group B 2: Principles and Practice of Advertising; Retail Store Advertising; Advertising Copy and Design, 2-3*.

Group C: Principles of Retailing; Store Management and Operation; Retail Distribution; Retail Merchandise Control; Retail Personnel Management; Retail Accounting and Control; Store Service, 2-4*.

Group D: Materials for Merchandising (textiles and non-textile); Color, Line and Design in Retailing, 2-3*.

*The figures refer to the minimum and maximum hours that may be offered in the group.

Scope of Examination
The scope is the same as for regular license, except that no teaching test is given.

Nature of Positions
Duties: Substitute teachers may be called upon to perform all the duties of a regularly appointed teacher.

Compensation: The compensation of a substitute teacher of merchandising and salesmanship is \$8.50 for each day of actual service.

BULLETIN BOARD

All Civil Service organizations are invited to forward notices of meetings and events for appearance in the Bulletin Board. Please have your notice in by Friday of the week preceding date of the event. There is no charge for this service.

Climber-Pruner Tyros Urged to Attend Meeting

All eligibles have been urged to attend the next meeting of the Climber and Pruner Eligibles Association on Thursday, October 24, at Germania Hall, 16th St. and 3rd Ave.

Fire Boys Meet

The next meeting of the Fire Eligibles Association will be held on Friday, October 25, at 8:30 p.m. in P.S. 27, 42nd St., near 3rd Ave. All eligibles have been urged to attend the session.

Sholem Society in Permanent Quarters

The Sholem Society of the unified subway lines has leased permanent meeting rooms in the Fraternal Building, 110 West 48th St. Meetings are held twice a month. The society is composed of Jewish employees of the IND Division, the BMT and IRT lines. It was organized several months ago.

Playground Directors Meet on Oct. 28

A city-wide meeting of the Park Department Playground Directors Association will be held Monday, October 28, at 9 p.m., at the City Court House, 52 Chambers St.

State File Clerks Plan Get-Together

The State File Clerk Eligibles Association will hold a meeting in the near future, according to Miss S. Marione, secretary of the group. The date will be announced in an early issue of THE LEADER.

Gardener Eligibles Plan Meeting

The Assistant Gardener Eligible Association will hold its next meeting on November 18 in the auditorium of Washington Irving High School, Manhattan. Officials of the Association have contacted officers of the Park Department in an effort to get them to retain the indefinite employees over the winter.

Dance of Post Office Laborers

The annual gala Dance and Entertainment of the New York Post Office Laborers will take place at the Grand Ballroom of the Capitol Hotel, 51st street and Eighth avenue, on Saturday, October 26. Eight acts of headlines novelty entertainment and dancing are in store for those who attend. All members and friends are cordially invited. Subscription is \$1.

The monthly meeting of local 1, N.Y.P.O. Laborers, was held on Monday, October 21, at 414 West 51st street. President Harold McAvoy discussed plans to participate in the Eastern District Convention at Philadelphia on November 3. A legislative program for the coming months was also discussed.

SCMWA to Hold Convention

November 1, 2, and 3 will witness the second biennial convention of the New York district, State, County and Municipal Workers of America. The Union anticipates a monster rally. Among the questions to be taken up are what program the Union shall devise to protect employees in problems issuing from the draft; restoration of pay cuts; increments; five-day week; extension of the merit system, and others.

Railway Mail Ass'n To Hold Meeting

The New York City branch of the Railway Mail Association will hold meeting at the Hotel Pennsylvania Monday, October 28, at 12:30 p.m. William R. Mitiguy will preside.

The Railway Post Office Car at the World's Fair will handle last day covers on October 27. Those interested can send covers to the Clerk in Charge, World's Fair Railways Post Office.

Cannon Honored

Martin Cannon, acting Fire Lieutenant was honored at a testimonial dinner on Thursday, October 17, in the Grand Ballroom of the Hotel St. George. Lieutenant Cannon was honored on the occasion of his retirement after 28 years of active service. The affair was sponsored by the 48 Club of Brooklyn. Cannon was presented with a diamond-studded Lieutenant's badge.

Officials of the 48 Club are Theodore Avery, president; Henry Hesterberg, 1st vice-president; Fred Die Kopft, 2nd vice-president; Thomas M. Pilla, secretary; Vincent Savarese, treasurer; Walter Presdergast, financial secretary; Edward T. Shannon, recording secretary; James McCaffrey, publicity; and John Nicholas, sergeant-at-arms.

School Custodians Plan Big Meeting

A call for a meeting of school custodians from the southern part of New York State, with an eye on the formation of a Southeastern Conference of County Custodians' Associations of the State of New York, was issued this week by Michael Russo, president of the Westchester-Putnam School Maintenance Employees.

He suggested that it be held in Nassau County about October 30.

The coming of Civil Service through the work of the Fite Commission was given by Russo as the reason for the call. "We certainly don't want our groups pulling in different directions on so vital a matter," he said.

The suggestion was embodied in a letter sent to the presidents and secretaries of the Nassau County School Custodians' Association, the Rockland County School Custodians' Association, and the Public School Custodians' Association of Suffolk County.

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Amusement Parade

By JAMES CLANCY MUNROE

STUFF AND FUN

"Tis of Thee," a revue of talented unknowns fathered by Nat Lichtman, opens Thursday at the Maxine Elliott's. It boasts a song hit titled "The Lady" that should sweep the country. Sketches are by Sam Locke, younger brother of actress Katherine Locke... The Havana Madrid is another place that hands out free dance lessons as a patron-puller; dance schools, far from resenting it, find it increases customers and interest in new steps... "The Westerner," with Gary Cooper and Walter Brennan, starts Thursday at the Radio City Music Hall; a revue of this film version of the infamous "Judge" Bean of the Panhandle will appear in next week's Amusement Parade.

The Great Dictator. The Great Dictator has at last come to town, the first picture of sufficient proportions to chase GWTW from its lodgings at the Astor. When Chaplin is the little man who is forever being pushed around by a world which is too much for him he is at his magnificent best. He represents any one of us swept away by events which we cannot even understand much less cope with, and as such the little barber achieves a unity of tragedy with comedy which is art at its best. Un-



CLAUDETTE COLBERT in "Arise, My Love," held over at the Paramount.

fortunately when Chaplin the man pleads with us for tolerance and compassion, the audience does not know

whether to laugh or cry. In other words, when Chaplin tries to give us his message through words rather than through characterization he does not quite succeed, and the continuity of the picture is broken. We devote so much space to criticism only because the talents of so great an artist are well known and taken for granted. Because this picture just misses the supreme attainments for which we had hoped does not mean that it is not one of the great pictures of our time.

Oakie as the Duke of Bacteria has himself a time, and almost disturbingly shows us how much of the duce there is in all of us.

The Long Voyage Home continues its successful run at the Rivoli.

Down Argentine Way (20th Century) at the Roxy. Don Ameche and Betty Grabel give life to this above average musical. The film contains about every trick in the extravaganza trade. If you've never heard Carmen Miranda sing, you should take this one in.

Knute Rockne, All American (Warner) at the Strand. The role of the great football coach is a natural for Pat O'Brien, although the film is almost too timely, being devoted largely to irresistible gains into enemy territory. A must for football fans.

Sanitation Man, Class A: Coordination tests have just ended.

Stenographer (Law), Grade 2: Rating of the written test is now in progress.

Structure Maintainer: Rating of the written test has begun.

Typewriter Copyist, Grade 1: Rating of the written examination is still in progress.

Maintainer's Helper, Group A: Objections to the tentative key are being considered.

Maintainer's Helper, Group B: Report on the final key has been submitted for approval to the Commission.

Maintainer's Helper, Group C: Objections to the tentative key are being considered.

Maintainer's Helper, Group D: Report on final key has been submitted for approval of the Commission.

PROMOTION

Assistant Engineer, Grade 4 (City Wide): The oral interview will be held the latter part of this month.

Clerk, Grade 3: Rating of Part 1B is in progress.

Clerk, Grade 4: Same as above.

Lieutenant (Fire Dept.): Rating of Part 2 is 80% completed.

Stenographer-Typewriter, Grade 2 (City Wide): Rating of the dictation test has been completed.

Supervisor, Grade 3 Social Service (City Wide): This examination is being held in abeyance pending the outcome of litigation.

LICENSING TESTS

Motion Picture Operator: Rating of the written test has been completed. The oral-practical began last week.

Oil Burner Installer: The written test will be conducted October 26th.

Filing Extended For Border Patrol Job

The U. S. Civil Service Commission has extended until November 4 the filing period for Border Patrolman in the Department of Justice. The Border Patrolman post pays \$2,000 a year and most of the assignments are made on the Mexican border, where the men must keep an alert watch for smuggling and alien-running.

Applicants for the position must be between 21 and 35 years of age. They must be at least 68 inches in height and weigh at least 145. In other respects they must be well proportioned as to height and weight. Applicants must be in sound physical condition; eyesight must be 20/30 in each eye.

The Commission last week also amended its original requirements with regard to hearing. The following statement is now in effect: "Hearing applicants must be able to hear ordinary conversational speech at 30 feet, each ear, and whispered speech at 15 feet, each ear."

Full requirements for Border Patrolman appear in this issue of The Leader.

Is Your Exam Here?

Below is the latest news from the Municipal Civil Service Commission on the status of exams which attracted 300 or more candidates. THE LEADER will publish changes as soon as they are made known.

COMPETITIVE

Accompanist: Part A of the written test has been completely rated. The rating of Part B is in progress.

Administrative Assistant (Welfare): Rating of Part 1B is near completion.

Automobile Engineman: Rating of the written test is complete. Medical examinations have begun. Physical tests will probably begin in November.

Assistant Engineer, Grade 4: The oral interview will definitely be held this month.

Baker: A report on the final key

is being prepared for the approval of the Commission.

Clerk, Grade 2 (Board of Higher Education): The rating of the written test is in progress.

Cook: A report on the final key is being prepared.

Court Stenographer: The rating of the written test is in progress.

Engineering Assistant (Electrical) Grade 2: The rating of the experience is in progress.

Elevator Mechanic's Helper: All parts of this examination have been completed. The list will probably appear within two weeks.

Jr. Administrative Assistant (Welfare): Same as Administrative Assistant (Welfare).

Jr. Engineer Sanitary Grade 3: Rating of Part 1 has been completed. Rating of Part 2 is now in progress.

R. Engineer (Civil) (Housing Construction), Grade 3: The oral interview for those candidates successful in the written test has been completed.

Management Assistant (Housing) Grade 3: Rating of written test has been completed. The oral interview will be conducted as soon as practicable.

Management Assistant (Housing), Grade 4: Rating of Part 2 is in progress.

Marine Stoker (Fire Dept.): The list will be published soon.

Office Appliance Operator: The practical tests are continuing.

Playground Director (Male): Qualifying practical tests are being given as needs require.

Playground Director (Female): Rating of the written test has been completed. The oral practical test will be administered as soon as practicable.

Research Assistant (City Planning): The rating of the written test has been completed. Rating of experience has begun.

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CONTINUOUS PERFORMANCES

DOORS OPEN 10 A.M.—(Except Sunday)
Prices: Before 5 P.M. Orch. & Balc. 75c (Sat., Sun. & Hol. Before 3 P.M.). After 5 P.M. Orch. and Balc. \$1.10 (Saturday, Sunday and Holidays After 3 P.M.). Mid-night Show Every Night.
All prices include tax.

SEATS NOW ON SALE for TODAY'S MAT.
Prices: Mats. 75c, 85c, \$1.10. Evens. at 8:15, \$1.10, \$1.65, \$2.20. Extra Midnight Show Saturday and 6 P.M. Sunday (also Sat., Sun. & Hol. Mats.) 75c, 85c, \$1.10, \$1.65. Prices include tax.



Your Chances for Appointment And Latest Certifications

Following is a tabulation of certifications made by the Municipal Civil Service Commission during the past week. All lists which were certified to city departments appear alphabetically.

Readers should remember that certification does not necessarily mean appointment. Usually more names are certified than there are vacancies. Also, it is not necessary for the department making the appointment to notify all the persons certified to it by the Commission.

Anyone who has a question concerning the certification of his list should call or write the Information Bureau, Municipal Civil Service Commission, 299 Broadway, New York City, COrtlandt 7-8880.

- Accountant, Gr. 2, (for indefinite appointment). Last number appointed, 125.
- Addressograph Operator, Gr. 2—Dept. of Welfare, \$1,200, probably permanent. Last number certified, 52.
- Asphalt Foreman (App. for Foreman, Gr. 2)—(promotion) B. P. Queens, \$1,800, probably permanent. Last number certified, 26.
- Assistant Chemist. Last number certified, 69.
- Assistant Gardener—Last number appointed, 336.
- Attendant-Messenger, Gr. 1—NYC Tunnel Authority, \$1,200, probably permanent. Last number certified, 588.
- Auto Truck Driver—(App. for Laborer) B. P. Queens, probably permanent. Last number certified, 26,519.
- Captain, Department of Correction. (Promotion). Last number certified, 12.
- Cement Mason. Last number appointed, 3.
- Chief Marine Engineer (Diesel)—NYC Tunnel Authority, \$2,800, probably permanent. Last number certified, 6.
- Clerk Gr. 2, (App. for Gr. 1)—(1) Dept. of Purchase, Female, \$840, temporary. Last number certified, 3,651. (2) Bd. of Ed., \$858, temporary. Last number certified, 1,271. (3) Dept. of Hospitals, \$600 with maintenance, probably permanent. Last number certified, 4,828. (4) NYC Tunnel Authority, \$840, probably permanent. Last number certified, 3038A. (5) Civil Service Commission, \$840, temporary. Last number certified, 4,612. (6) Triborough Bridge Authority, \$900, probably permanent. Last number certified, 1,348. (7) NYC Housing Authority, \$840, temporary. Last number certified, 3,840. (8) Female, Dept. of Hospitals. Last number certified, 3,653. (9) B. P. Brooklyn, \$840, probably permanent. Last number certified, 4,187. (10) Dept. of Correction, \$840, probably permanent. Last number certified 4,271. (11) Municipal Court, \$1,200, probably permanent. Two names certified. (12) (App. for Library Helper) \$600, Brooklyn Col. Last number certified, 4,722.
- Climber and Pruner—Dept. of Parks, 6, probably permanent. Last number certified, 214.
- Court Attendant. Last number appointed 90.
- Division Engineer, Gr. 4—Bd. of Water Supply, \$6,000, probably permanent. Last number certified, 3.
- Electric Repairman (Railroad)—(App. for Car Maintainer) Bd. of Transportation. 75c per hour, probably permanent. Last number certified, 69.
- Elevator Operator—(for appointment at \$1,200)—Last number appointed, 199.
- Farm Instructor—Last number certified, 11.
- Fingerprint Technician, Gr. 1—Civil Service Commission, \$1,500, temporary. Last number certified, 25.
- Fireman, F. D.—Last number appointed, 3,290.
- Foreman of Sewer Repairs, Gr. 4 (for appointment)—Last number certified, 36.
- Foreman, Railroad (promotion)—Bd. of Transportation, \$1 per hour, probably permanent. Last number certified, 6.
- Inspector of Masonry and Carpentry, Gr. 3—(1) for appointment at \$2,400. Last number appointed, 31. (2) for appointment at \$1,800). Last number appointed, 56.
- Inspector of Plumbing, Gr. 3—(1) (for appointment at \$2,400). Last number appointed, 14. (2) (for appointment at \$1,800). Last number appointed, 46.
- Inspector of Iron and Steel Construction, Gr. 4—Triborough Bridge Authority (Promotion). Last number certified, 3.
- Janitor Custodian, Gr. 3—Last number certified, 24.
- Janitor Engineers (Custodian Engineer)—Citywide Promotion. Last number certified, 35.
- Junior Chemist—Dept. of Health, \$1,500, permanent. Last number certified, 79.
- Junior Electrical Engineer (Railroad) Gr. 3—Bd. of Trans., \$2,160, probably permanent. Last number certified, 49.
- Junior Engineer—(Civil) Gr. 3—(App. for Junior Topographical Draftsman, Gr. 3)—
- Dept. of Parks, \$2,160, probably permanent. Last number certified.
- Laboratory Assistant—Dept. of Hospitals, \$960, probably permanent. Last number certified, 60.
- Laboratory Helper — (1) (App. for Matron), Bd. of Ed., \$6.30 per week, school year, probably permanent. Last number certified, 1,016. (2) App. for Hospitals.
- Helper—Female, Dept. of Hospitals \$80 with maintenance, probably permanent. Last number certified, 1,028. (3) App. for Laundry Worker, female, Dept. of Hospitals, \$750, probably permanent. Last number certified, 1,528. (4) male, \$750, probably permanent. Last number certified, 1,451.
- Medical Inspector, Gr. 1—(1) Dept. of Welfare, \$1,500, temporary. Last number certified, 134. (2) Dept. of Health, \$5 per session, probably permanent. Last number certified, 66.
- Personal Property Appraiser—Office of the Comptroller, \$3,800, probably permanent. Last number certified, 1.
- Photographer—Board of Water Supply, \$1,800, probably permanent. Last number certified, 7.
- Porter—(1) Bd. of Water Supply, \$1,200, probably permanent. Last number certified, 534. (2) NYC Tunnel Authority, \$1,200, probably permanent. Last number certified, 417. (3) App. for Fireman, Oil Burner—NYC Housing Authority, \$1,200, probably permanent. Last number certified, 3,952.
- Probation Officer—Domestic Relations Court. Last number appointed, 60.
- Psychologist—Dept. of Hospitals, \$1,800, probably permanent. Last number certified, 17.
- Public Health Nurse, Gr. 1—Last number appointed, 77.
- Radio Dramatic Assistant—Municipal Broadcasting System, \$1,800, probably permanent. Last number certified, 3.
- Road Car Inspector—Bd. of Trans., 75c per hour, probably permanent. Last number certified, 36.
- Section Stockman (promotion) Dept. of Purchase, \$1,800, probably permanent. Last number certified, 12.
- Signal Maintainer, Group B—Bd. of Trans., 80c an hour, probably permanent. Last number certified, 12.
- Special Patrolman—NYC Tunnel Authority, \$1,800, probably permanent. Last number certified, 287.
- Social Investigator—(1) (for permanent appointment.) Last number appointed 612. (2) (temporary appointment.) Last number appointed, 731.
- Station Agent—Last number appointed, 847.
- Senior Stationary Engineer (elec)—NYC Tunnel Authority, \$3,300, probably permanent. Last number certified, 14.
- Stenographer and Typewriter, Gr. 2—Last number appointed, 955.
- Stenotypist, Gr. 3—(For appointment at \$1,800) temporary. Last number certified, 31.
- Supervisor of Markets, Weights and Measures—Dept. of Markets, \$1,800, temporary. Last number certified, 81.
- Title Examiner, Gr. 2 (Temporary Service Only). Last number certified, 73a.
- Type Copyist—(1) Civil Service Commission, \$960, temporary. Last number certified, 2,517. (2) Domestic Relations Court, \$960, temporary. Last number certified, 2,517.
- Watchman Attendant, Gr. 1—Dept. of Hospitals, \$600 with maintenance, permanent. Last number certified, 661.

Half Day Off For City Workers

As the World's Fair draws to a close festive days are being planned to mark its end. This week Mayor LaGuardia issued a proclamation which gives city employees a half-holiday beginning at noon Friday. "All city departments not engaged in protection of life and property" will be given the holiday, the Mayor declared.

CIVIL SERVICE

Employees

COMMUNITY Glasses

are for... YOU

7 STYLES

Lenses, white single vision, any strength, made only on your own prescription.

TO HELP YOU GET YOUR JOB, keep your job, and for more happiness all around—get Community glasses. The happy experience of 250,000 Community patrons is your assurance of complete satisfaction. Visit Community today.

PAY 50¢ WEEKLY

COMMUNITY Opticians

MANHATTAN: 4th Ave. & 14th St.
34th St. & 7th Ave.
BRONX: 148th St. & 3rd Ave.
JAMAICA: 161-19 Jamaica Ave.

PATERSON: Main & Ellison Sts.
BROOKLYN: 446 Fulton St., at Hoyt
NEWARK: Broad & Market Sts.
ELIZABETH: 1140 E. Jersey St.

FLUSHING: 36-51 Main St.
ALL OFFICES ONE FLIGHT UP—OPEN TO 9 P.M.
Dispensing Opticians Exclusively

Home of Eye Glass Happiness

Civil Service News-Briefs

Kern vs. Ellis

(Continued from Page 3)
had ever "predicted" what names would be on the list.
Kern got in more punches:
"Some of Mr. Ellis' tactics...are beneath contempt. He had these facts before him in a memorandum presented by Miss Brown, Chief of our Computing Room. In the face of these facts he deceitfully attempted to manipulate the record."
"We have repeatedly denied a chance to be heard publicly before this committee and have been denied that basic right."
Whereupon Ellis came back with countercharges against the countercharges. Calling Kern and his statement "hysterical," the probing attorney elaborated: "It is snide and car-

Standard Salaries State Group Plan

Extension of salary standardization under the Fald-Hamilton Law will be one of the major planks of the Association of State Civil Service Employees during the 1940s, president Charles A. Brind promised last Tuesday night at the annual meeting in Albany's State Office Building.
He presented his annual report, then learned that he had been re-elected again to head the 34,100 employees of the State banded together in the ASCSE. Others chosen were Harold J. Fisher, vice-president;

Janet Macfarlane, secretary; Earl P. Pfannebecker, treasurer.
At a preliminary dinner in the Ten Eyck Hotel, speakers were State Civil Service Commissioner Howard P. Jones, Samuel H. Ordway, Jr., president of the Civil Service Reform League; H. Miot Kaplan, executive secretary of the League, and Brind.

Engineers To Replace Provisionals

The list for Mechanical Engineer, Grade 4, will be used to replace provisionals in that title as soon as it is promulgated by the Municipal Civil Service Commission.

Identification Group to Meet

The American Identification Society, Inc., will hold the first of a series of open meetings on Monday, October 22, at 8 p. m. at the 23rd Street Y.M.C.A.
There will be talks by prominent men in the fingerprint field. All interested in fingerprinting are invited to attend.

Moehrke Returns

William F. Moehrke, secretary of the Poughkeepsie Civil Service Commission as well as deputy county clerk, returns to his desk Wednesday after a five-week vacation spent "pursuing special studies." Moehrke has been a political storm center for some time, and rumors that he will be replaced move up and down Dutchess County.

Washington Irving Offers "Intelligence"

Free evening courses in Civil Service English and Civil Service intelligence tests are being offered at the Washington Irving Evening High School, Irving Place and 16th St., Manhattan. These courses offer an intensive preparation by experienced teachers for all Civil Service examinations in the Federal, State and city services, according to school officials. Registration can be made any weekday between 6:30 and 9:30 p.m.

Provisional Clerk Stays in B'klyn College

One provisional clerical worker in the Library of Brooklyn College will be continued until the new eligible list for College Clerk is ready, the Municipal Civil Service Commission ruled this week.

Buy The LEADER every Tuesday

Ellis to Ask Funds

Emil K. Ellis, volunteer counsel to the City Council committee investigating the Municipal Civil Service Commission and its president, Paul J. Kern, will soon ask the Board of Estimate to pay him and his staff for their labors.
"I am terribly handicapped by the lack of funds," complains Ellis, "and I am now giving this investigation full time. My private clients are already objecting."
Ellis feels that his disclosures of "the loose payrolls" in the city service will actually save the city considerable money. He is discussing with City Council leaders the advisability of an appropriation bill to cover his expenses.

rying falsehood to its extreme the Commission President to say he did not predict who would be on this eligible list."
Explaining that only the written part of the list in question—with a weight of two—had been completed on the day Kern is said to have told who would be on it, Ellis stuckled:
"Mr. Kern certainly knows that appointments are not made only on the basis of a written test. In this case they had to be based on an oral test and experience, with a combined rating of eight."
Ellis denied Kern's charge that Dr. John J. Furia, head of the in-service training for the Commission, had waited in vain to be called to the witness stand. Dr. Furia had asked Ellis not to call him, stated the committee counsel.
"I was surprised to see Dr. Furia in court," Ellis continued. "When I asked him why he was there, he said that Kern had sent him over as a 'confidential observer.'"
Hearings will not be resumed for another two or three weeks, while Ellis sits through a number of possible cases, including some that have been suggested in anonymous letters.

Doctors Wanted: Salary to \$4,600

The U. S. Civil Service Commission announces that enough applications have been received to meet the prospective need for temporary and part-time civilian medical officers in connection with the Army expansion. Receipt of applications closed Monday, October 14.
The Commission calls attention to the fact, however, that there is an urgent need for medical officers and senior and associate medical officers to fill permanent positions in other agencies. Applications will be received until further notice. The positions pay from \$3,200 to \$4,600 a year. Fourteen specialized branches of medicine are included.
There is also a great urgency to fill junior medical officer positions at \$2,000 a year at St. Elizabeth's Hospital, Washington, D. C.
Full information and application forms for these examination may be obtained at the office of the Secretary, Board of U. S. Civil Service Examiners at any first or second-class post office, or from the U. S. Civil Service Commission, Washington, D. C., or from the District Office of the U. S. Civil Service Commission, 641 Washington street, New York City.

An Open Letter FROM DR. SHIRLEY W. WYNNE

TO ANSWER YOUR QUESTIONS ABOUT THE 5c A DAY HEALTH PLAN

ASSOCIATED HEALTH FOUNDATION, INC.
57 W. 57th St., New York Telephone Plaza 5-4760

TO ALL CITY, STATE AND FEDERAL EMPLOYEES IN NEW YORK CITY:

Requests from Civil Service employees for more information about the Associated Health Foundation's "5c a Day Health Plan" are so numerous that it is difficult to answer them promptly. So that you will not be kept waiting, we have summarized below answers to questions most frequently asked.

The Foundation does not employ agents to "high-pressure" you into joining this non-profit, State-Licensed and Supervised health insurance. Heads of City, State and Federal Departments, as well as Civil Service organizations concerned with their members' welfare, cooperate in the presentation of this Plan. If this program has not yet been presented to you and your co-workers, we suggest that you speak to your department head about arrangements for distribution of applications or for a representative to answer other questions you may have. If you prefer you may contact the Foundation directly.

Medical, Surgical, X-ray and Laboratory care, to extent limited in policy. NO MONETARY LIMITATION ON AMOUNT OF CARE YOU GET. Services of accredited specialists in every branch of medicine and surgery. Health, Education, Preventive Medicine. No Waiting Period before you get care, except for pregnancy and venereal cases. (10 mos.)

If single: \$1.50 monthly. To enroll your wife (or husband), an additional \$1.00 monthly. Deductible (under 16), about 60c monthly. ABSOLUTELY NO ADDITIONAL FEES. No charge for home visits or night calls.

Hospitalization plans pay for bed and board in a hospital for a limited number of days. You must pay the doctor and surgeon. The Foundation does not pay for hospitalization, but does protect you against the unpredictable costs of doctors' bills, with no monetary limitation on amount of medical care you receive whether in the hospital, your home or the doctors' offices. EXPERIENCE PROVES THAT 90% OF ILLNESS DOES NOT REQUIRE HOSPITALIZATION BUT THAT 100% DOES REQUIRE MEDICAL OR SURGICAL CARE.

The Foundation does not operate clinics. Nor is a doctor assigned to you. You have FREE CHOICE of all participating physicians. ALL licensed physicians may participate. If you're not satisfied with the doctor you've selected, you may choose another—and another if again dissatisfied.

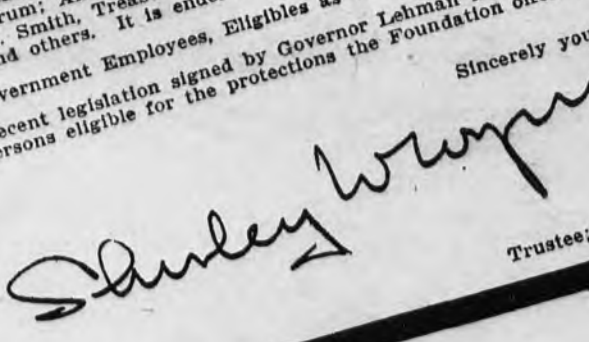
The doctor you select becomes your family physician. You visit him whenever you need care or call him to your home when necessary. No extra charge for home visits. If surgery, specialists, X-rays or laboratory tests are prescribed, it will be arranged for at no cost to you.

If your doctor is not available and you require emergency treatment, you simply phone the Foundation, day or night, and a qualified doctor is immediately sent. This means that you don't have to "shop around" for a doctor.

The N. Y. State Department of Insurance has licensed the Foundation and supervises its activities. The State Board of Social Welfare has approved the Incorporation. A Medical Board supervises medical care rendered.

A Non-Salaried Board of Trustees composed of Rev. Dr. Robert W. Searle, Gen'l Sec'y of the Greater N. Y. Federation of Churches; Theodore Granick, Founder - Director of American Forum; Alfred J. McCosker, Pres. Bamberger Broadcasting Co.; Harry Hershfield; Edward W. Smith, Treasurer of Clinton Trust Co.; George Carmel, Director Israel Orphan Asylum, and others. It is endorsed by the Medical Profession.

All Government Employees, Eligibles as well as those applying for government positions. Recent legislation signed by Governor Lehman has made this plan possible. We hope that all persons eligible for the protections the Foundation offers will join.

Sincerely yours,

SHIRLEY W. WYNNE
M.D., D.P.H., F.A.P.H.A.
Trustee; Director, Health Education Department